

Sprint 1 – Skills and Resource Audit

Team 9

Dennis, Dhruv, Josh, Isaac, Matthew, Rodney

Risk Id.	Risk Description	Mitigation Plan (what to do to avoid the risk occurring)	Contingency Plan (what to do if the risk occurs)	Impact (what the impact will be to the project if the risk occurs)	Likelihood of occurrence (e.g., %, or high / medium / low)
1	Bad Time Management: Team members not being organized and leaving things to the last minute is a possible risk.	Start the project early to give us much time as possible.	Discuss with client and let them know and see if they can simplify the project if needed. Start work on the project asap. Have a daily schedule on when to work on the project and stick to it.	Incomplete project Bad project quality	High
2	Incorrect Budget Estimation. (\$100 Test): The \$100 cost will determine what our focus should be. If this is not accurate then we could get sidetracked and not produce the expected result in time.	Understand the requirements of the project thoroughly before making the \$100 test. Discuss with client to make sure we have got the requirements right.	Discuss with client and team members asap. Spend some time to understand the requirements and reevaluate the cost. Stop working on anything unnecessary and focus on the more important parts.	Incomplete project Major project requirements not satisfied	Medium

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3	Poor Code Quality: The code must be able to be maintained as it is supposed to be a foundation for further development. Poor code quality due to inexperience or lack of care is a big risk.	Ask others such as the client or mentor for help if there is a lack of experience in the group. Spend some time getting up to scratch with the technology.	Contact the client, mentor, or other team members if they have any suggestions or if they can help you improve your code quality. Watch tutorials, practice, search on google while you code to make sure the quality is up to standard.	Unmaintainable project Bad project quality	High
4	Poor Productivity: If the team members are not engaged in the project, then they may not put their full effort into the project.	Choose a project the team is interested in. Have a good atmosphere in the team. The team will work better if they r comfortable with each other.	If early in the project, then discuss with client or unit coordinator about changing teams or project. Otherwise set small goals or use study techniques to improve your productivity.	Bad project quality Incomplete project	Low
5	Poor Team Management: The team needs to work well and communicate with each other well. If the team management is not good, then the project will suffer.	Schedule things such as meetings in advance. Give frequent updates on the work you have done and what needs to be done. Pay attention to meetings and the group chat.	Assign roles to team members. Be more active on the group chats ad have more frequent meetings. Go out as a group to improve the team chemistry.	Incomplete project	Medium

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6	Poor Communication with Client: The project description is based on the client and if communication with the client is poor then the resulting product will not be what was required.	Have regular meetings with client to discuss the project and to see if the project is going in the right direction. If anything is unclear, then ask instead of assuming something.	Contact the client and have a meeting to clearly discuss the requirements of the project. If the client doesn't respond, then email unit coordinator. Don't just assume the requirements.	Major project requirements not satisfied	Low
7	Other Requirements: As Uni students, the team members all have other work to do in Uni and outside. These requirements can come in the way of the project.	Start the project early, discuss what other requirements the team members in the group have. Assign roles accordingly and keep each other updated if another requirement comes up.	Plan your day/week in advance so you can set time to study all units and manage other commitments and requirements. Stick to those requirements. If you are struggling, then let your team members know.	Incomplete project	High
8	External Unpredictable Factors: Any additional unexpected factors that may affect the team or project. Can be sickness, injury etc.	Start the project early and keep others updated so another team member can take on your work if you can't for whatever reason.	Can vary upon the situation, however best thing to do is to stay on top of the project so you have enough time later if something does come up. If there are any major issues, then contact the unit coordinator and/or client immediately.	Incomplete project	Low