Binary file handling tool

Risk Analysis

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1. Document History

Version	Date	Author	Approved by	Additional information
0.1.0	2020/11/20	Anna Brzezina, Katarzyna Chowańska	Anna Brzezina, Katarzyna Chowańska	creating the document, preparing a draft of the logical division
0.2.0	2020/11/20	Katarzyna Chowańska, Artur Porębski	Anna Brzezina, Katarzyna Chowańska	creating and filling in the tables
0.3.0	2020/11/21	Anna Brzezina	Anna Brzezina, Katarzyna Chowańska	formatting the tables, adding the risk matrix
0.4.0	2020/11/22	Anna Brzezina	Anna Brzezina, Katarzyna Chowańska	improving the Risk Management table, correcting spelling and grammar mistakes
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2.   Introduction

The scope of this document is to present the risks regarding the project, which have been identified during a meeting conducted on November 20, 2020. This document includes the risks, their probability and impact, as well as a risk mitigation plan.

2.1.   Definitions, Acronyms and Abbreviations

The following notions will be used in this document:

Term	Explanation	Synonyms
Risk	An uncertain event or condition that, if it occurs, has a positive or negative effect on one or more project objectives	—
RA	Risk Analysis — abbreviation of the document's name.	—
Risk Matrix	A matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity.	—
Software	The product developed by our Team.	program, application

3.   Risk matrix

The following risk matrix was established during the Risk Analysis meeting.

	Likelihood	Rare	Unlikely	Possible	Likely	Almost certain
Consequence		1	2	3	4	5
Negligible	1	Low	Low	Low	Medium	Medium
Low	2	Low	Medium	Medium	Medium	High
Medium	3	Low	Medium	Medium	High	High
High	4	Medium	Medium	High	High	Very High
Extreme	5	Medium	High	High	Very High	Very High

4.   Risk management

| Risk Level | Low (L) | Medium (M) | High (H) | Very High (VH) |

Description	Before mitigation			Action	Action impact	After mitigation		
	Likelihood (1-5)	Impact (1-5)	Risk level			Likelihood (1-5)	Impact (1-5)	Risk level
Technical risks								
Some older Python interpreters may not be able to run the project correctly	2	5	**H**	Upgrading tools to a proper version.	Each tool will be working properly since it will be the correct version	1	5	**M**
Not every member has experience in working in a bigger group and coding in such a group, misunderstandings in work culture may occur	5	1	**M**	Accept this risk	No change	5	1	**M**
Business risks								
The application will not be often used by potential users	4	3	**H**	Prepare a good promotion campaign	People will know about the application and find it profitable	2	3	**M**

A different company can develop an application like that before ours and will make it impossible for our team to commercialize it	5	2	**M**	Proceed with good market research	After gaining knowledge about the market the app release date and features can be adjusted	3	2	**M**
Management risks								
Due to other projects (deadlines) Team members may have limited amount of time to perform their tasks.	5	4	**VH**	Better management of tasks, extended deadlines.	Correct management of tasks and extending deadlines will ensure finishing the project.	3	4	**H**
Some risks are not predicted and/or dealt with in wrong way	5	5	**VH**	Perform risk analysis	The risk will be predicted and dealt with in proper way	1	5	**M**
If certain parts of code will not be implemented on time, testers will have a delay in starting their tasks.	4	3	**H**	Planning tests in advance and proper communication between programmers and testers.	All tests will be conducted well and on time.	2	2	**M**

Each programmer (team member) has their own programming habits (different naming conventions) which may introduce chaos to the code.	3	2	**M**	Set a common naming convention and rules for all programmers.	The code will become more readable and code parts from different programmers will be easier to understand for others	2	1	**L**
The application will have bugs, the code is written in a chaotic way etc.	2	4	**M**	The Lead Developer should supervise other programmers and ensure about their abilities.	Proper supervision over the team of programmers will ensure good code quality	1	3	**L**