# Risk Registry

## Project team: khaki-kiwis

## Date: Wednesday, 25 October 2023

Below are the key risks that the Khaki Kiwis project team has identified in the development of our Blogging website.

The key people on our team are:

|  |  |
| --- | --- |
| Team members | Supervisors |
| * Robert Pether | * Dr Andrew Meads |
| * Georgina Fielding | * Tyne Crow |
| * Joonki Kim |  |
| * Stefan Lecchi |  |

We recognise that risk management is a dynamic process and have traffic lighted the status for ease of focus. The key is green for no problem, orange for continue to monitor, red for immediate action.

# Status summary

* Positively there are no red flags

# Detailed Risk Registry

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| --- | --- | --- | --- | --- |
| **Ref #** | **Risk** | **Description** | **Mitigation** | **Status** |
| 1.0 | Process | Planning and executing tasks within short deadlines will be a significant challenge for our group | constant communication on Slack. Setting an expectation to reach to team members if stuck on something. Setting tasks on Trello and checking in/reminding each other when tasks are due. | * All members connected on slack * Programme and Course lecturers connected on slack * Trello setup * All members using the tools * Will continue to monitor |
| 2.0 | Capability | Varying skill levels within the group which could result in delays or not meet the level of quality expected within the group. The likelihood of this depends on our knowledge of each others confidence/skill level towards executing the group project requirements. | Identify each member’s strengths and weaknesses through an online discussion/poll. Allocating tasks to align with each member’s skill and having open and honest communication around the progress of set tasks. | * All members are engaging and communicating. * Our culture is to support everyone and let everyone participates * we have define the project plan and allocated the tasks * we are taking Tynes suggestion on focusing on “file” to help with the git process * This will be continually monitored as we progress |
| 3.0 | Technical Complexity | Whilst we want to deliver a really great customer experience we are conscious that our time constraint to build our blog is a key consideration | We established a criteria that we rated from 1 (complex/time consuming/minimal CX impact through to 5 equalling Simple/quick/and a great customer experience) for extension features based on estimated time to complete, technical complexity, and degree of improved CX. | * Prioritise our deliverables with the biggest impact features based on our criteria being build first and so on. * This will continuely evolve |
| 4.0 | Team member continuity | Team members get covid or similar. Due to the tight timeline having a team member down will create more work for the able members | Tight projection status communication and git merging management to so that the team understand where everyone is at in their contribution. | * No issues currently |
| 5.0 | Software process mgmt | Allocation of critical roles in the project. Ensuring and management of merging and code quality to avoid any rework. | Allocate to the team member with the right level of capability and understanding. | * Allocate team members with correct skills to critical task such as git merging |