**To-Do List Project – Risk Assessment**

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| Risk Description | Cause | Risk Event | Likelihood | Impact | Risk Rating | Action |
| Laptop can break, causing loss of work and a lack of a device to work on | This could be caused by viruses or hardware problems | Losing work can lead to time lost either leading to an incomplete or delayed project | 1 | 4 | 4 | As the laptop is new hardware problems should not be an issue. To prevent issues from viruses, ensure virus protection is installed and up to date |
| Personal illness leading to being unable to work | Variety of causes, including COVID | time lost from not being able to work leading to an incomplete or delayed project | 2 | 4 | 8 | Abide by all current COVID restrictions to minimise the likelihood of getting it. If any other issues occur ask for a postponement so you can have an adequate amount of time to complete the project. |
| Poor internet connection whilst working on the project | Unreliable internet connection | It will take longer to receive help or search online for solutions slowing down work-rate | 2 | 3 | 6 | Restart internet if issues occur. If the issue persists, use an ethernet cable to improve the reliability of the connection |
| Poor internet connection during the presentation | Unreliable internet connection | Communication of ideas may be hindered making the marker lack full understanding of the project | 2 | 2 | 4 | If issues are likely, use an ethernet cable or locate to somewhere else where the connection is better. If necessary, postpone the presentation. |
| Poor time management problems | Poor time management skills and using non-agile methods | Some aspects of the project may be incomplete due to spending too much time on different areas | 2 | 3 | 6 | Make estimates of how long tasks will take and try and stick to them. Use an agile methodology and move on to over aspects of the project if you are stuck on one part for too long. Come back later with a fresh perspective |
| Issues with using technologies | Either a lack of understanding of how to use the technologies or issues with them working | Time lost due to researching how to do things and bug fixes leading to an incomplete or delayed project | 2 | 4 | 8 | Ensure you understand the technologies used so you can use them properly. Build up knowledge through QA community, asking trainers and online research. Also, ensure of software used is up to date, to minimise issues from software bugs |
| Lack of understanding of the project | Not reading the project specification thoroughly or lack of understanding of concepts within | A Project may be complete but not to the correct specifications, meaning some areas may be missing, leading to lower marks | 1 | 4 | 4 | Read through the project specification until you fully understand what it is asking. If there is still a lack of clarity ask one of the trainers to explain aspects of the specification. |
| Poor communication of ideas and processes | Lack of understanding of the technologies used | During the presentation ideas and info about the technology used may be poorly conveyed | 1 | 2 | 2 | Ensure you understand the technologies used so you can use them properly. Build up knowledge through QA community, asking trainers and online research. Think through the thought processes used while creating the project so you can better convey these ideas during the presentation. |

Likelihood – chance of the event occurring [0-5]

Impact – Magnitude of effect if the event occurs [0-5]

Risk Rating – Likelihood \* Impact [0-25]