Risk Management Plan

for

Event Helper Building System

**Version 1.0 approved**

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**Revision History**

| **Name** | **Date** | **Reason For Changes** | **Version** |
| --- | --- | --- | --- |
| <author> |  | initial draft | 1.0 draft1 |

# Purpose

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|  | This document describes how we will perform the job of managing risks for the Event Helper System. It defines roles and responsibilities for participants in the risk processes, the risk management activities that will be carried out, the schedule and budget for risk management activities, and any tools and techniques that will be used. |
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# Roles and Responsibilities

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| **Project Manager** | The Project Manager has the following responsibilities:   * Identifies the team responsibility to evaluate the risk. * Make formal or informal meetings with risk officers to review the progress of mitigation plan and status of risk in the project. * Approve change the status of the risk in risk management list. |
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| **Risk Officer** | The Risk Officer has the following responsibilities and authority:   * Identify risks and their triggers. * Classify and prioritize all risks based on their impact on requirements of the project. * Make assumptions on risk and assign tasks to stimulate that assumption to the project manager. * Implement the mitigating actions. * Assign tasks on mitigating actions on Project Member. * Review the mitigating process. * Propose the change in status of risk. |
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| **Project Member Assigned a Risk** | Stimulate the risk and report the result of this stimulation to the Risk Officer.  Performing the assigned steps of the mitigation plan and reporting progress of risk to the Risk Officer biweekly. |
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# Activities

Risk identification will involve the project team, appropriate stakeholders, and will include an evaluation of environmental factors, organizational culture and the project management plan including the project scope. Careful attention will be given to the project deliverables, assumptions, constraints, WBS (work breakdown structure), cost/effort estimates, resource plan, and other key project documents.

**Probability**

* High(H) – Greater than *<70%>* probability of occurrence
* Medium(M) – Between *<30%>* and *<70%>* probability of occurrence
* Low(L) – Below *<30%>* probability of occurrence

**Impact**

* High – Risk that has the potential to greatly impact project cost, project schedule or performance
* Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
* Low – Risk that has relatively little impact on cost, schedule or performance

| *ID* | *Risk* | *Risk description* | *Probability of occurrence* | *Impact of occurrence, for ranking risks* |
| --- | --- | --- | --- | --- |
| R001 | Stakeholder change | Representing customer change, or replacement of stakeholders in the development team. | H | H |
| R002 | Ambiguous Requirement | The functional requirement can be understood from different meanings. | H | M |
| R003 | Infeasibility Requirement | The Requirements are extracted from unrealistic user stories or form in infeasibility except set. | H | H |
| R004 | Estimation risks | Fail to estimate the resources that are required to build the system. | M | H |
| R005 | Requirement Change | Business Rule change in business model makes current requirements become incompleted or inappropriate. | H | H |
| R006 | Tool risk | The Tools or software used to create the system are out of date. | L | M |

Risk Analysis:

Evaluate the likelihood and possible consequences when risks are assessed. These activities include meeting between Business analysts with different representation of customers to get the risk in the business environment, cultural.

Risk Planning:

Planning to risk main avoidance strategies and the backup one to mitigate the risk effect on the project.

Risk Monitoring:

Revise the risk avoid strategies, Approve the Risk Management Strategies.

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# Appendix. Risk Documentation Form

| **Risk ID:**R001 | **Date Opened 0**8/07/2021 | | **Date Closed:**17/7/2021 |
| --- | --- | --- | --- |
| **Submitter:** Hoang Thanh Phong | | | |
| **Classification:** Stakeholder in development team are transfer to do different project or to do at another company | | | |
| **Risk Statement:** When two of ten stakeholder is change or transfer to different department after the release of version , project may need the replacement from free balancer. | | | |
| **Scope of Impact:** Analyst Team, Development & Quality Control Team, Maintenance Team. | | | |
| **Probability:** 3 | **Impact:** 4 | | **Risk Exposure: 12** |
| **First Indicator:** The two of ten members in every Analyst Team, Development and Quality Control unpaid leave registration increasing due to healthcare reason. | | | |
| **Risk Management Plan:** Hire the free-balancer that has experience with project that has similar format with EHBS. | | | |
| **Owner:** Ho Vinh Duy | | **Date Due:** 10/07/2021 | |
| **Contingency Plan:** When not find enough member that has experience with project that has similar format, require the current member in team to do overtime day. | | | |

| **Risk ID:**R002 | **Date Opened 0**8/07/2021 | | **Date Closed:**17/7/2021 |
| --- | --- | --- | --- |
| **Submitter:** Chau Quoc Tuan | | | |
| **Classification:** Ambiguous Requirement | | | |
| **Risk Statement:** Representation of customers gives the requirement that can be easily misunderstood. | | | |
| **Scope of Impact:** Analyst Team, Development & Quality of Control and Maintenance Team | | | |
| **Probability:** 5 | **Impact:** 8 | | **Risk Exposure: 40** |
| **First Indicator:** The Requirement Extract from user story has two or more different ways to implement | | | |
| **Risk Management Plan:** Ask more confirmation questions on the meanings of the requirement. | | | |
| **Owner:** Nguyen Minh Tuan | | **Date Due:** 10/07/2021 | |
| **Contingency Plan:** Make the observation on the customer business model by transferring a member of the team to work periodically with the customer business model. | | | |