**Risk Assessment**

* Low Impact: Will have a small impact on the project and can be easily managed with correct preparation
* Medium Impact: The project can continue but it's scope may be affected
* High Impact: Will have a severe effect on the project in terms of its scope and completion

Format

* Proposed risk; impact level
  + Course of action

Proposed Risks

* Poor productivity (team members not submitting work or submitting work of a poor standard), resulting in key tasks being incomplete; high impact
  + Tasks broken down into smaller chunk/iterations so that they are more manageable. If the group member continues to be unproductive, escalate them and ensure that the remaining team members are able to complete the work required to reach the minimum viable product (MVP)
* Technical risks – software bugs and use of new technology; high impact
  + Ensure that the group is getting a variety of different users to check the current build for bugs, asking them to fill out a report including the nature of the bug and any reproduction steps. This allows the group to understand what is going wrong and attempt to correct the bug.
  + Ensure that the group are not attempting to take on any major new skills in order to complete the project. For example, if they have not experimented with procedural generation before, then the group project is not the place for this as it may jeopardise the entire project. If the skill is a crucial requirement, ensure that the group member investigates the skill and scopes out the difficulty and risks associated with completing that task.
* A loss of work; medium to high impact
  + Each group member should actively ensure that they have multiple back ups of their work and any presentations so that they are able to retrieve it should Github fail. It is best to have back ups on cloud systems, as well as any external storage devices.
* The game may not be what the target audience wants (doesn’t have ‘fun factor’ or is too challenging for them as casual gamers); medium impact
  + Carry out the correct pre-production steps so that the group understands their target audience and what makes certain game features appealing to them.
  + Create an MVP as soon as possible so that it can be sent out to the target audience for playtesting. From this, the group can collect feedback from users so that we can iterate the project accordingly.
* Risk of not including the key features that make the game suitable for the target audience; medium impact
  + Carry out the correct pre-production steps so that the group understands their target audience and what makes certain game features appealing to them.
  + Seek input directly from target audience throughout project development so that we are able to understand what features they would be looking for.
* Feature creeping/discovering new requirements; medium impact
  + Ensure that each group member understands their task and is staying on track according to the project backlog. Tasks with highest priority should be completed first, which should allow time for polishing and the implementation of lower priority tasks.
* Misestimation of project schedule; low impact to medium impact
  + Create a full project backlog, consisting of the user stories and the subtasks that are required to complete them. Split these stories into high, medium and low priority, where high priority is considered as a requirement from MVP whereas a low priority user story is something that is considered as a “nice to have” if time permits.
* Team members may have to take time away due to unforeseen circumstances such as illness; medium impact
  + Give the group member tasks that are not as high priority and ensure that they have no dependencies. In addition to this, ensure that the other group members are able to complete their work accordingly.
* A lack of communication between group members, resulting in contradictory work; low impact
  + Ensure that the group members are organising meetings for each week, holding online meetings where physical ones are not possible. All meetings should be audited by a set of meeting minutes, and any emails should be uploaded as a thread to the appropriate Github folder.
  + Ensure that everyone is clear about their tasks and showcases their work to the rest of the group during group meetings, particularly when there are group tasks that multiple members must work on. This prevents anybody from creating duplicate work which would waste time.