**Team Member Roles and Responsibilities**

**Team Member 1: Risk Assessment of the Current Business (25%)**

* **Task 1.1:** Selection and Justification of Risk Assessment Methodology
  + Research and select a suitable risk assessment methodology (e.g., ISO 31000, NIST SP 800-30).
  + Provide a detailed justification for the selected methodology.
* **Task 1.2:** Risk and Threat Modelling of Current Business
  + Identify and list current threats and risks facing Pampered Pets.
  + Evaluate the identified risks in terms of their likelihood and potential impact.
* **Task 1.3:** Mitigations for Current Risks
  + Propose potential mitigations for each identified risk and threat.

**Team Member 2: Risk Assessment of Digitalisation Process (30%)**

* **Task 2.1:** Selection and Justification of Risk Assessment Methodology
  + Research and select a suitable risk assessment methodology for digital transformation.
  + Provide a detailed justification for the selected methodology.
* **Task 2.2:** Proposed Changes for Digitalisation
  + List the proposed digital changes (e.g., e-commerce portal, ERP system, online marketing).
  + Explain the rationale behind each proposed change.
* **Task 2.3:** Risk and Threat Modelling for Digitalisation
  + Identify and list potential threats and risks associated with the digitalisation process.
  + Evaluate the identified risks in terms of their likelihood and potential impact.
* **Task 2.4:** Mitigations for Digitalisation Risks
  + Propose potential mitigations for each identified risk and threat.

**Team Member 3: Summary and Recommendations (20%)**

* **Task 3.1:** Compile a Summary of Findings
  + Summarise the findings from both the current business risk assessment and the digitalisation risk assessment.
* **Task 3.2:** Recommendations for the Business
  + Based on the assessments, recommend whether the business should proceed with digitalisation.
  + Outline the key steps and considerations for implementing the digital transformation.
  + Highlight any additional factors the business should consider.

**Team Member 4: Report Presentation and Structure (25%)**

* **Task 4.1:** Formatting and Proofreading
  + Ensure the report follows a clear, logical structure.
  + Format the document professionally, with appropriate headings and bullet points.
  + Proofread the entire report for spelling, grammar, and stylistic consistency.
* **Task 4.2:** Citations and References
  + Ensure all sources are correctly cited and referenced in the appropriate format.
* **Task 4.3:** Creation of Visual Aids
  + Create any necessary visual aids, such as a Gantt chart for the timeline and risk assessment diagrams.

**Timeline and Milestones**

**Week 1-2: Research and Initial Drafts**

* **Member 1:** Complete research on risk assessment methodology for the current business and initial draft of threats and risks.
* **Member 2:** Complete research on risk assessment methodology for digitalisation and initial draft of proposed changes.
* **Member 3:** Begin compiling a summary based on initial drafts from Members 1 and 2.
* **Member 4:** Set up the report structure and begin formatting sections as they are completed.

**Week 3-4: Detailed Analysis and Compilation**

* **Member 1:** Finalise risk and threat modelling and mitigation proposals for the current business.
* **Member 2:** Finalise risk and threat modelling and mitigation proposals for digitalisation.
* **Member 3:** Complete the summary and recommendations section.
* **Member 4:** Integrate all sections into a cohesive report and create necessary visual aids.

**Week 5-6: Final Review and Submission**

* **All Members:** Review the entire report for coherence and completeness.
* **Member 4:** Final proofreading, formatting adjustments, and ensuring proper citations.
* **All Members:** Final approval and submit the report.

**Peer Review Process**

* Each member will review the contributions of their peers and provide constructive feedback.
* Focus on clarity, completeness, and adherence to assignment requirements.
* Use the provided peer assessment form to submit evaluations.