**Risk Management Plan**

**D7 Auto Service Center Web-App**

**D7 Auto Service Center**

**C.M. DELOS REYES AVENUE**

**GENERAL TRIAS, CAVITE, 4107**

Contents

[1. Risk Management Plan 3](#_Toc134536033)

[1.1. Introduction 3](#_Toc134536034)

[1.2. Top Three Risks 3](#_Toc134536035)

[1.3. Risk Management Approach 4](#_Toc134536036)

[1.4. Risk Identification 4](#_Toc134536037)

[1.5. Risk Qualification and Prioritization 4](#_Toc134536038)

[1.6. Risk Monitoring 5](#_Toc134536039)

[1.7. Risk Mitigation and Avoidance 5](#_Toc134536040)

[1.8. Risk Register 5](#_Toc134536041)

# List of Tables

[Table 1 Risk Assessment Matrix 5](#_Toc134895427)

[Table 2 Risk Register Table 9](#_Toc134895428)

## **Risk Management Plan**

## **Introduction**

Risk management is an essential procedure that helps the team in recognizing and reducing the risks that might appear when developing a project. The team will outline its approach to risk management for the D7 Auto Service Center Web-App project in this plan, along with the measures it will take to identify, evaluate, and mitigate risks. The team will also discuss the project's top three risks and how they intend to handle them. The team can reduce the possible impact of these risks and guarantee the successful delivery of the D7 Auto Service Center Web-App project by adopting a proactive approach to risk management.

## **Top Three Risks**

The top three risks that were identified for the D7 Auto Service Center are:

**Security risks** - A major risk for web applications is the potential occurrence of a security breach, which may involve unauthorized access by attackers to the application's data, either through the exploitation of vulnerabilities in the application or using social engineering tactics to deceive users into disclosing sensitive information.

**Technical risks** - Technical issues such as bugs, compatibility problems, and performance bottlenecks can cause downtime or other issues that affect the web application.

**Business risks** - The possibility always exists that the web application may not succeed in terms of drawing in users or generating revenue, resulting in a significant setback for the business.

## **Risk Management Approach**

The D7 Auto Service Center Web-App risk management strategy

**Risk Identification** - To identify potential risks that may arise during the development of the web-app, the team will analyze the project requirements, objectives, and scope. This process will help the team identify risks associated with the development process.

**Risk Assessment** - After identifying potential risks, the next step is to evaluate the probability and impact of each risk. This process assists in prioritizing the risks and allocating resources suitably.

**Risk Mitigation** – After the risk has been identified and assessed, the team will create a risk mitigation plan that involves devising strategies to reduce or eliminate risks. Strategies may involve backup systems, contingency plans, security measures, etc.

**Risk Monitoring and Control** - To complete the risk management process, the team will monitor and manage the risks throughout the development process. This involves regularly reviewing the risk management plan, updating it when necessary, and making changes to mitigate new risks that emerge.

## **Risk Identification**

* Risk identification is a crucial step in the risk management process. To effectively identify potential risks associated with the development of the D7 Auto Service Center web-app, the team will follow these steps:
* Analyze project requirements, objectives, and scope to identify risks that could arise during the development process.
* Consider potential external factors that could impact the development process, such as changes in regulations, emerging technologies, etc.
* Categorize identified risks into diverse types, such as security risks, technical risks, and business risks.
* Prioritize the identified risks by evaluating their probability and potential impact on the project.
* Develop a proactive approach to risk management by creating a risk mitigation plan that involves devising strategies to reduce or eliminate the identified risks.

Consistently keep an eye on and handle the identified risks throughout the development process by regularly examining the risk management plan, making updates as needed, and implementing modifications to minimize any new risks that arise.

## **Risk Qualification and Prioritization**

Once risks have been identified, it is essential to qualify and prioritize them based on their likelihood and impact. The following criteria will be used to qualify and prioritize risks for the D7 Auto Service Center Web-App project:

1. **Likelihood** - The probability of the risk occurring, categorized as high, medium, or low.
2. **Impact -** The severity of the risk's consequences, categorized as high, medium, or low.
3. **Urgency** - The time within which the risk needs to be addressed, categorized as immediate, near-term, or long-term.

Based on the above criteria, risks will be prioritized and classified into the following categories:

1. **High Priority** - Risks that have a high likelihood and impact and require immediate attention.
2. **Medium Priority -** Risks that have a moderate likelihood and impact and need to be addressed in the near term.
3. **Low Priority** - Risks that have a low likelihood and impact and can be addressed in the long term.

Risk assessment matrix for the identified risks of the D7 Auto Service Center Web-App based on their likelihood and impact:

Table 1 Risk Assessment Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Urgency** | **Priority** |
| **Security** | High | High | Immediate | High |
| **Technical** | Medium | High | Near-term | High |
| **Business** | High | Medium | Long-term | Medium |

In this matrix, risks are categorized based on their likelihood, impact, urgency, and priority. The likelihood and impact categories are rated as high, medium, or low. Urgency is categorized as immediate, near-term, or long-term. Finally, risks are prioritized as high, medium, or low based on their scores in each of these categories.

The risk assessment matrix provides a visual representation of the likelihood and impact of each identified risk in the D7 Auto Service Center Web-App project. The matrix indicates that the top three risks identified in the risk management plan - Security risks, technical risks, and Business risks - all have a high probability of occurring and could result in a significant impact on the project if they are not adequately addressed.

The matrix shows that Security risks have the highest impact on the project, followed by technical risks and Business risks. As a result, Security risks are classified as high priority and require immediate attention, while Technical and Business risks are categorized as medium priority and need to be addressed in the near term.

The risk assessment matrix helps the project team to prioritize the identified risks and allocate resources effectively to mitigate them. It also enables the team to monitor and manage risks throughout the project development process, reducing the possibility of negative outcomes and ensuring the successful delivery of the D7 Auto Service Center Web-App project.

## **Risk Monitoring**

Risk monitoring is a continuous process that involves tracking and reviewing identified risks and implementing appropriate measures to mitigate them. The following steps will be taken to effectively monitor risks for the D7 Auto Service Center Web-App project:

* 1. **Regular Reviews -** The risk management plan will be reviewed regularly to ensure its effectiveness and relevance. The team will conduct periodic reviews to assess the project's progress and the impact of identified risks on the project.
  2. **Status Reporting -** The project team will develop a risk status report that will be updated regularly to track the progress of risk mitigation efforts. The report will include details on the risk status, mitigation measures, and any new risks that have emerged.
  3. **Change Management -** The team will monitor any changes in the project scope, timeline, or resources that may impact on the identified risks. Changes will be managed using a formal change management process to ensure that the potential impact of any changes is assessed before they are implemented.
  4. **Communication** - The team will establish effective communication channels to facilitate communication among stakeholders. This will help ensure that any emerging risks are identified and addressed in a timely and appropriate manner.

Effective risk management is critical to the success of any project. By adopting a proactive approach to risk management, the team can reduce the potential impact of risks and ensure the successful delivery of the D7 Auto Service Center Web-App project. The risk management plan outlines the team's approach to identifying, assessing, and mitigating risks, and the risk assessment matrix helps prioritize risks based on their potential consequences and likelihood of occurrence. By monitoring identified risks regularly, the team can track the progress of risk mitigation efforts and adjust the risk management plan as necessary to ensure that the project stays on track.

## **Risk Mitigation and Avoidance**

To mitigate the identified risks, the team will:

* Develop a risk mitigation and avoidance plan that outlines specific strategies to reduce or eliminate each risk.
* Use strategies such as developing backup systems, implementing contingency plans, enhancing security measures, improving testing and quality assurance processes, and conducting risk assessments throughout the development process.
* Create an action plan to avoid risks that cannot be mitigated, such as risks associated with market trends or external factors beyond their control.

Key considerations and options for risk mitigation and avoidance include:

1. **Resource allocation -** Allocate sufficient resources to the risk mitigation and avoidance plan, including personnel, time, and funding.
2. **Risk assessment -** Conduct ongoing risk assessments throughout the development process to identify and address new risks as they arise.
3. **Contingency planning -** Develop contingency plans for high-priority risks that cannot be fully mitigated.
4. **Communication -** Ensure open and effective communication channels between all team members to identify and address risks in a timely manner.
5. **Agile approach -** Use an agile approach to development, with regular testing and feedback cycles to identify and address risks early in the development process.
6. **Change management -**Implement change management processes to ensure that changes to the project do not introduce new risks.

## **Risk Register**

The team will maintain a risk register for those documents all identified risks, their classification, probability, impact, and mitigation strategies. The risk register will be regularly updated throughout the development process to reflect any changes in the risk landscape or the risk management plan. The risk register will serve as a key reference for the project team to monitor and manage the risks effectively. The following criteria will be used to maintain the risk register of the project:

* **Risk ID -** A unique identifier assigned to each risk.
* **Risk Rank -** A ranking or scoring system used to prioritize the risks based on their likelihood and impact.
* **Description -** A brief description of the risk and its potential consequences.
* **Category -** The area or aspect of the project that the risk relates to, such as schedule, resources, technical, market, or human resources.
* **Destination/Owner -** The person or team responsible for managing and mitigating risk.
* **Probability -**The likelihood of the risk occurring, typically rated on a scale from low to high.
* **Impact -** The potential impact of the risk on the project, typically rated on a scale from low to high.
* **Status -** The current state of the risk, whether it is open, in progress, or closed.

Table 2 Risk Register Table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Rank** | **Description** | **Category** | **Destination / Owner** | **Probability** | **Impact** | **Status** |
| **R001** | High | Team unable to meet project deadlines | Technical | Project Manager | High | High | In progress |
| **R002** | High | Key team member is unavailable during a critical phase | Business | Project Manager | Medium | High | In progress |
| **R003** | High | Inadequate user testing leads to buggy application | Technical | QA Team / Development Team | High | Medium | In progress |
| **R004** | Medium | Third-party software used becomes unavailable | Technical | Development Team | Medium | Medium | In progress |
| **R005** | Low | Changes in the market that affects relevance of the product | Business | Product Manager | Low | Low | In progress |
| **R006** | Low | Budget constraints | Business | Product Sponsor | Low | High | In progress |
| **R007** | Low | Miscommunication between team members | Technical | Project Manager | Low | Medium | In progress |

The risk register helps the project team prioritize risks based on their probability, impact, and other factors, ensuring adequate risk management throughout the project's lifecycle. Regular monitoring and updates to the risk register allow the team to proactively address potential risks and mitigate them before they become critical issues that could jeopardize the project's success.