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| **Risk** | **Likelihood** | **Severity** | **Impact** | **Preventative/Mitigating Actions** |
| *Poor time management* | *High* | *High* | *Unfinished product* | *Evaluate progress frequently and adjust project plan if necessary* |
| *Missing member(s) due to health issues* | *High* | *Medium* | *Unfinished/ low quality product* | *Have frequent meetings and communication to make sure all members aware of each other’s progress.* |
| Under communication | Medium | High | Failure to submit work on time/unfinished work | Group members must attend weekly meetings unless of some authorised excuse, if for whatever reason a member is unable to attend, they can keep updated via a group messaging service (e.g. WhatsApp) |
| Resources are inexperienced | High | High | Work might be finished in time but quality is low | Have group meeting to state member strengths and weaknesses so task allocation can be done in such a way where members can utilise their strengths and help other members if they are struggling with a particular task. |
| Estimates are inaccurate | Medium | High | Inaccurate estimates for time required for a task leads to missed deadlines | During the weekly meetings each member states their progression of their task, when a task is completed by a group member, they alert the group via WhatsApp. |
| Gold plating inflates scope | Low | Medium | Addition of unnecessary features could take time off required features as per the specification. | At the end of each week look over the work done and compare it against the specifications to ensure members are not adding additional features that take time away from the specified project. Members can alert the group via WhatsApp at any time. |
| Stakeholders become disengaged | Medium | High | Unfinished project, deadlines missed, failure of completion | Group members have to revise and finish coursework for other modules while doing work for this project so a convenient way to solve any disengagement due to time constraints is to get the project work done after the group meetups on Monday as everyone has no modules to go to on that day. |
| Project team misunderstands requirements | Low | High | A different end product is made to what the requirements asked | Let the teaching assistants who are supervising our projects check our progression every week on the group meet ups to ensure the work being done isn’t out of the scope. |
| Authority is unclear | Medium | High | Uncomplete work, missed deadline | A list is kept of each member who has the authority to accomplish a project objective, this list is constantly updated as per finished work or any issues. |
| Restructuring throws the project into chaos | Medium | High | Members unable to finish tasks | Each task is allocated to a group member according to their strengths, any restructuring would mean any number of tasks being worked on by members that are not specialised (or have strengths) in that area. |
| Failure to follow methodology | Low | Medium | Tasks take longer to complete, missed deadlines | During the weekly meetings each member’s work is given to be reviewed briefly by the teaching assistant; the group members also review each other’s work to ensure members are following the methodology set by the requirements of any given task. |
| Lack of management or control | Low | Medium | Missed deadlines and even unfinished work | The project leader failing to manage members by allocating them work or not even allocating required tasks to anyone can be prevented by the project members managing themselves to get the tasks done; they are motivated to get a overall good grade as they are marked as a group so any member can manage the team if the current management is lacking. |
| Errors in key project management processes | Low | High | Missed deadlines | Scheduling errors can be mitigated through communication during the weekly meetings and any unforeseen changes can be communicated via WhatsApp |
| Resource performance issues | Medium | Medium | Low project quality | A group members’ lower than expected performance affecting the quality of the project can be mitigated by the member communicating any difficulties they find while completing the task to the group and a group member with the required skills can help fill gaps in skills. |
| Low team motivation | Low | High | Missed deadlines, low project quality | Since the entirety of this project spans across an entire semester, group members are expected to have lower motivation as time goes on; this is prevented by their own motivation to get a good grade on the only module that is 100% coursework so they can relax on the other examined modules. |