Risk List and Assessment

This document is to be used to track and manage the project's risks.

Project Name: **UW Results Frequency Project**

Last Updated: **3/30/2018**

Risk Title	Risk Description	Probability Details	Probability		Impact Details	Impact		Risk	Actions / Countermeasures
Strict deadline	The University of Wisconsin has provided a deadline of October 1, 2018 for when we need to begin sending the lead data daily. Without a system in place, the current workload will be increasing by 180%.	This is a deadline set by the UW and is non-negotiable.	Very High	5	If we wouldn't meet the deadline, we would need to absorb the additional time to tabulate these results daily instead of weekly.	Very High	5	25	Create a well thought out plan to get the project done on time. Create a contigency plan to assign who will be responsible to help with the daily reporting should the report not get completed on time.
Data integration testing	The University of Wisconsin will need to be available to assist us in validating the data integration. As well, they will need to have some sort of non-production environment (or a way to flag the test data so it can be removed from their production system after testing) in order to validate the files are processed successfully.	Since end-to-end testing needs to occur, this is a constraint on the project.	Very High	5	Without testing this integration, we would have emergency fixes needed if any bugs were found after the implementation.	High	4	20	Reach out to the University of Wisconsin, let them know of our needs, and get a contact we can work with to schedule and assist with this testing.
Development availability	As this project was sprung on us by a client request, most development staff is already committed to other projects, thus putting us at risk to not have the development support we will need in the timeframe we need it.	The IT Manager is aware of this new project that is coming in and they stated they will work to get some things manuevered around to open up resources for this project.	Medium	3	If we can't get the development resources we need, we have little likelihood of meeting the client's request without substantial daily manual effort.	High	4	12	Continually communicate with the IT Manager as we learn more about our development needs.
Limited access to users	Centron likes to keep their first level users actively working towards their goals and metrics. Therefore, they don't allow them to be engaged in projects. Instead, they have the Senior(s) of the team, the Supervisor(s) and the Manager(s) be involved and make the decisions.	This is a organizational rule for Centron.	Very High	5	Since we have access to Managers, Supervisors, and the Seniors on the team (who are actively doing the job 75% of the time), we should still gain good perspective and get good feedback.	Low	2	10	Keep this in mind as we gather requriements and look to gain feedback on design and function.
Scope creep	It has been requested that the team have a system where the leads are automatically fed into and then are queued up for calling based on various factors. The Sales team affected by this project will likely try to push for these additional features.	We will be setting clear expectations at the start of the project about the scope and will have a stringent change management process to help us stay within the desired scope.	Low	2	Based on the tight timeframes, if the scope would creep bigger, we are in significant risk that the project cannot be done on time.	Very High	5	10	We need to keep a close eye on scope to ensure we are sticking to a minimum viable product to meet our client's request.

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