

Risk	Trigger of contingency / early warning indicator	Action required	Who is responsible?	Fallback plan (if needed)	Who should be informed?
Losing critical project information	Lack of information available on the project log.	Review past work to find the information required to keep the project on track.	All involved in the project	Project information should be saved on Google Drive	Inform other students involved in the project, as they will be able to help
Incomplete work packages	A work package is delayed or requires extra time	Other work packages may require the one in progress to be finished before continuing. Additional time and resources should be given to a work package that is delayed	All involved in the project	All work packages that require another should be prioritised over work packages that can be completed at any time.	Every student in the project should be made aware as soon as a work package may be delayed
Running out of budget	Flag as an issue if a large portion of the budget is spent early in the project lifecycle	Priority components should be purchased as soon as they are chosen and when possible parts can be reused from within university rather than an outside supplier	Pranav Panray	If it is impossible to complete a project without purchasing additional parts then they can be purchased with student money as a last resort.	All involved in the project should be informed before a purchasing decision is made
Cannot receive purchases	Can become an issue if required purchases are running low on stock	Purchase another item immediately or contact part supplier to reserve another part until one is in our possession	Pranav Panray	Search eee stores or contact a lecturer that specialises in a field similar to the part we are missing	All involved in the project should be notified if any delays may change projects schedule
Change of healthcare regulations	Flag as an issue if government reviews occur in the areas of this project	Contact the UK Department of Medical Healthcare Regulation Authority for more information and change the project to fit the new legal requirements	David Cracknell	Contact with UK Department of Medical Healthcare Regulation Authority is already established and we can seek guidance from them on how to proceed	All involved in the project should be notified as soon as any government reviews occur.
Project team member unavailable	In the event of losing contact with a team member or a subsection of the project falling behind	Communication with team members to check on their wellbeing. And also discuss project scope remaining on schedule.	All involved in the project	Consult with professors for information on how to adjust the project scope if team member is unable to continue.	All involved in the project should be aware of the health and wellbeing of other team members
lost access to work	Inability to move files between drive or delete incorrect items	Ask supervisor for access to modify the drive more	Benjamin Meadows	Create work on paper or outside drive and transfer when able	Supervisor should be informed if this issue occurs
Late on work deliverables	Flag as an issue If project reports and presentations are far from complete near to project deadlines	Additional group meetings and writing sessions can be completed in order to get the project back to schedule	Amaan Mujawar	Extra time can be requested if unable to complete project deliverables	Members of the project should already be aware of how the project is progressing
Lost access to Google Drive	May be an issue if google drive servers go down or permissions are changed	Communicate issue to supervisor or IT services as needed	Benjamin Meadows	Team members should be aware of the tasks they have to complete and can rely on other sources of information until google drive is back online.	All involved in the project should be made aware of any technical issues to increase the speed these issues are resolved.