Tongariro Enterprises Ltd

Risk Register for GeT-HTML Project

Version: 1.01

No.	Risk	Likelihood	Impact	Severity	Owner	Date	Mitigation	Impact	Severity	Action	Completion	Date	Comments
1	If our budget allocation is incorrect, then there is a risk we can't afford certain things, and the project could remain unfinished until more funding is received	Yellow	Red	Red	Project Manager	1-Jun	Keep track of all costs each week and reevaluate budget allocation if unforeseen circumstances occur	Yellow	Yellow				
2	The client does not like the product which is delivered	Yellow	Red	Red	Project Co-ordinator	1-Jun	Through using an agile approach, with meetings where the client is present, we will ensure we are on the same page. Decisions from the meeting will be documented to show the client's agreement throughout the development process	Green	Green				
3	If one of our staff members leave, then there is a risk that we won't have enough people to cover for the workload, and the project could fail to meet the deadline	Green	Red	Red	Project Co-ordinator	30-May	We will need to cover for their workload until we can bring in someone to take their place. Worst case scenario we can subcontract, outsource somebody	Yellow	Yellow				
4	The product doesn't fit the market anymore. It leads to a sudden stop of work	Green	Red	Red	Project Manager	1-Jun	At the very beginning of a project, we conduct a discovery phase to learn more about the product, its purpose, and its functions. Our business analysts try to bring proper ideas and advice to clients on how to improve the product and bring more value to the end-users and market. They stay in close touch with Product Owners during the whole development process and help them to find the best solution if needed.	Green	Green				
5	If one of our staff members gets sick, then there is a risk that we won't have enough people to cover for the workload, and the project could fail to meet the deadline	Yellow	Red	Yellow	Project Co-ordinator	30-May	We will need to cover for their workload until they get better or/and we could plan for temp staff	Yellow	Yellow				
6	If our estimation for time taken to progress through the project is incorrect, there is a risk we don't get things done on time, and the project could fail to meet the deadline	Green	Red	Yellow	Project Manager	30-May	Each week get updates from team on where the project is at, and reevaluate if needed	Green	Green				
7	Underscoping the project. Some expectations from the clients may not have been understood in the business analysis phase. The expectation of the client might be for more features than communicated	Yellow	Yellow	Yellow	Project Manager	1-Jun	A brief with the scope and out of scope is given to the client. All decisions will be documented well	Yellow	Green				
8	If the control book is not completed by the deadline, there is a risk that the project will be delayed and will fail to meet the deadline	Yellow	Yellow	Yellow	Project Manager	1-Jun	Ensure to finish the control book, even if we need to work overtime	Green	Green				
9	Lack of leadership of the senior developer among the developers	Yellow	Yellow	Yellow	Project Manager	1-Jun	While the senior developer is a highly competent person, she is not the most assertive. The Project Manager will ensure that the senior developer is empowered and coaches her along the way	Green	Green				
10	Overlooking the "little" features and details	Yellow	Yellow	Yellow	Project Manager	1-Jun	The Project Manager will collect all the little features and requirement. The team will properly assess the story points and they will be added to the planning	Green	Green				
11	If there are changes to the scope of the project, there is a risk that our budget is used for nothing and the remaining budget is smaller than necessary	Green	Yellow	Yellow	Project Manager	1-Jun	Each week get updates from team on where the project is at, and reevaluate if needed	Yellow	Yellow				
12	If the software developer's computer breaks down, then there is a risk that we can't get any work done, and the project could fail to meet the deadline	Green	Yellow	Green	Project Co-ordinator	30-May	We will need to find an alternative way to get work done, such as getting a new computer, we will save the progress in github and commit every day	Green	Green				
13	If communication between the office and client are delayed, there is a risk this may have repercussions on the rest of the project and cause delays to the end result	Yellow	Green	Green	Project Manager	1-Jun	Delays will be expected, so we will need to work around these delays and plan ahead	Green	Green				
14	If during the development there are bugs that impact the project, there is a risk that the project will not work as planned, and will be received poorly by the customers	Green	Yellow	Green	Developer	1-Jun	Notify the team on what bugs have been found, and keep track of them, we will use TDD for development	Green	Green				
15	If none of our staff members have the skillset needed to complete a particular task, then there is a risk that we can't complete the project	Green	Green	Green	Project Co-ordinator	1-Jun	Employ someone who is capable of doing the job, enroll employees in training, or outsource the workload	Green	Green				