| Tongariro Enterprises Ltd           |  |  |
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| Risk Register for GeT-HTML Project Version: 1.00 |  |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|--|--|------------|--------|----------|----------------------|----------|-------------------------------------|--------|----------|--------|------------|------|----------|
| No.  | Risk   | Likelihood | Impact | Severity |                      |          |                                     | Impact | Coverity | Action | Completion | Date | Comments |
| NO.  | If our estimation for time taken to progress                         | Likeiinood | ппраст | severity | Owner                | Date     | Mitigation                          | Impact | Severity | ALUUN  | Completion | Date | comments |
|  | through the project is incorrect, there is a risk we                 |            |        |          |                      |          | Each week get updates from team     |        |          |        |            |      |          |
|  | don't get things done on time, and the project                       |            |        |          |                      |          | on where the project is at, and     |        |          |        |            |      |          |
| 1  | could fail to meet the deadline                                      |            |        |          | Project Manager      | 20 May   | reevaluate if needed                |        |          |        |            |      |          |
|  | If our budget allocation is incorrect, then there is                 |            |        |          | rioject ivialiagei   | 30-iviay | reevaluate ii rieeded               |        |          |        |            |      |          |
|  | a risk we can't afford certain things, and the                       |            |        |          |                      |          | Keep track of all costs each week   |        |          |        |            |      |          |
|  |  |            |        |          |                      |          |                                     |        |          |        |            |      |          |
| 2  | project could remain unfinished until more                           |            |        |          | Duningt Manager      | 4 1      | and reevaluate budget allocation if |        |          |        |            |      |          |
|  | funding is received  |            |        |          | Project Manager      | 1-Jun    | unforseen circumstances occur       |        |          |        |            |      |          |
|  | If one of our staff members leave, then there is a                   |            |        |          |                      |          | We will need to cover for their     |        |          |        |            |      |          |
|  | risk that we won't have enough people to cover                       |            |        |          |                      |          | workload until we can bring in      |        |          |        |            |      |          |
|  | for the workload, and the project could fail to                      |            |        |          | Decises Consentings  | 20.14    | someone to take their place. Worst  |        |          |        |            |      |          |
| 3  | meet the deadline  If one of our staff members gets sick, then there |            |        |          | Project Co-ordinator | 30-iviay | case scenario we can subcontract,   |        |          |        |            |      |          |
|  | = .  |            |        |          |                      |          | M                                   |        |          |        |            |      |          |
|  | is a risk that we won't have enough people to                        |            |        |          |                      |          | We will need to cover for their     |        |          |        |            |      |          |
|  | cover for the workload, and the project could fail                   |            |        |          |                      |          | workload until they get better      |        |          |        |            |      |          |
| 4  | to meet the deadline   |            |        |          | Project Co-ordinator | 30-May   | or/and we could plan for temp staff |        |          |        |            |      |          |
| i  | If the coffee and developed to                                       |            |        |          |                      | 1        | We will need to find an alternative |        |          |        |            | 1    |          |
|  | If the software developer's computer breaks                          |            |        |          |                      |          | way to get work done, such as       |        |          |        |            | 1    |          |
|  | down, then there is a risk that we can't get any                     |            |        |          |                      |          | getting a new computer, we will     |        |          |        |            |      |          |
|  | work done, and the project could fail to meet the                    |            |        |          |                      |          | save the progress in github and     |        |          |        |            |      |          |
| 5  | deadline   |            |        |          | Project Co-ordinator | 30-May   | commit every day                    |        |          |        |            |      |          |
|  | If there are changes to the scope of the project,                    |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | there is a risk that our budget is used for nothing                  |            |        |          |                      |          | Each week get updates from team     |        |          |        |            |      |          |
|  | and the remaining budget is smaller than                             |            |        |          |                      |          | on where the project is at, and     |        |          |        |            |      |          |
| 6  | necessary  |            |        |          | Project Manager      | 1-Jun    | reevaluate if needed                |        |          |        |            |      |          |
|  | If the control book is not completed by the                          |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | deadline, there is a risk that the project will be                   |            |        |          |                      |          | Ensure to finish the control book,  |        |          |        |            |      |          |
| 7  | delayed and will fail to meet the deadline                           |            |        |          | Project Manager      | 1-Jun    | even if we need to work overtime    |        |          |        |            |      |          |
|  | If communication between the office and client                       |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | are delayed, there is a risk this may have                           |            |        |          |                      |          | Delays will be expected, so we will |        |          |        |            |      |          |
|  | repercussions on the rest of the project and                         |            |        |          |                      |          | need to work around these delays    |        |          |        |            |      |          |
| 8  | cause delays to the end result                                       |            |        |          | Project Manager      | 1-Jun    | and plan ahead                      |        |          |        |            |      |          |
|  | If during the development there are bugs that                        |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | impact the project, there is a risk that the project                 |            |        |          |                      |          | Notify the team on what bugs have   |        |          |        |            |      |          |
|  | will not work as planned, and will be received                       |            |        |          |                      |          | been found, and keep track of them, |        |          |        |            |      |          |
| 9  | poorly by the customers  |            |        |          | Developer            | 1-Jun    | we will use TDD for development     |        |          |        |            |      |          |
|  |  |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | If none of our staff members have the skillset                       |            |        |          |                      |          | Employ someone who is capable of    |        |          |        |            |      |          |
|  | needed to complete a particular task, then there                     |            |        |          |                      |          | doing the job, enroll employees in  |        |          |        |            |      |          |
| 10   | is a risk that we can't complete the project                         |            |        |          | Project Co-ordinator | 1-Jun    | training, or outsource the workload |        |          |        |            |      |          |
|  |  |            |        |          |                      |          | 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       |        |          |        |            |      |          |
|  |  |            |        |          |                      | 1        | show the client's agreement         |        |          |        |            | 1    |          |
|  | The client does not like the product which is                        |            |        |          |                      | 1        | throughout the development          |        |          |        |            | 1    |          |
| 11   | delivered  |            |        |          | Project Co-ordinator | 1-Jun    | process                             |        |          |        |            |      |          |
|  | Underscoping the project. Some expectations                          |            |        |          |                      | 1        |                                     |        |          |        |            | 1    |          |
|  | from the clients may not have been understood                        |            |        |          |                      |          |                                     |        |          |        |            |      |          |
|  | in the business analysis phase. The expectation                      |            |        |          |                      |          | A brief with the scope and out of   |        |          |        |            |      |          |
|  | of the client might be for more features than                        |            |        |          |                      |          | scope is given to the client. All   |        |          |        |            |      |          |
| 13   | communicated   |            |        |          | Project Manager      | 1-Jun    | decisions will be documented well   |        |          |        |            |      |          |
|  |  |            |        |          |                      |          | L.,                                 |        |          |        |            |      |          |
|  |  |            |        |          |                      |          | While the senior developer is a     |        |          |        |            |      |          |
|  |  |            |        |          |                      | 1        | highly competent person, she is not |        |          |        |            | 1    |          |
|  |  |            |        |          |                      |          | the most assertive. The Project     |        |          |        |            |      |          |
| •  |  |            |        |          |                      |          | Manager will ensure that the senior |        |          |        |            |      |          |
|  |  |            |        |          | I                    | ı        | developer is empowered and          |        |          |        | I          | ı    |          |
|  | Lack of leadership of the senior developer among the developers      |            |        |          | Project Manager      |          | coaches her along the way           |        |          |        |            |      |          |

| 16 | Overlooking the "little" features and details                                 |  | 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 |  |  |  |
|----|---|--|-----------------|-------|---|--|--|--|
|    | The product doesn't fit the market anymore. It leads to a sudden stop of work |  | Project Manager |       | At the very beginning of a project, we conduct a discovery phase to learn more about the product, its purpose, and its functions.Our                            |  |  |  |
| 18 |   |  |                 |       |   |  |  |  |
| 19 |   |  |                 |       |   |  |  |  |
| 20 |   |  |                 |       |   |  |  |  |