Risk Management Document

Risk types:
- Technology risks
- People risks
- Organizational risks
- Tools risks
- Requirements risks
- Estimation risks

The probability of a risk
- **very low (5)** (<10%)
- **low (4)** (10-25%)
- **moderate (3)** (25-50%)
- **high (2)** (50-75%)
- **very high (1)** (>75%)

The effect of a risk:
- **catastrophic (1)** (threaten the survival of the project)
- **serious (2)** (major delays)
- **tolerable (3)** (delays are within allowed contingency)
- **insignificant (4)**

Impact:
- High / Significant
- Medium / Moderate
- Low / minor

Controls/Strategy - list of Control IDs describing risk management strategies

Strategy types:
- Avoidance strategy
- Minimization strategy
- Contingency plans

Status:
- Monitored
- Identified

Row in the risk table
||//R.1//||Team roles are not distributed effectively between the members. There are mismatches between the personal strengths and the strengths required by the roles.||Low (4)||Serious (2)||Significant schedule delay. The time for creating the project is delayed. A lot of defects may not be considered at the end of the project. The project may not be implemented correctly.||Monitored||S.1, S.2||

Row in the strategy table
||//S.1//||Minimization strategy||If the team find out that a member is not suitable for the assigned role, we will redistribute the roles in such a way that possible delays are minimized and the workload is still balanced.||

1.

Risk ID	*R1*
Category	Organizational
Description	Team roles are not distributed effectively between the members. There are mismatches between the personal strengths and the strengths required by the roles.
Probability	Low (4)
Effect	Serious (2)
Impact	Significant schedule delay. The time for creating the project is delayed. A lot of defects may not be considered at the end of the project. The project may not be implemented correctly.
Status	Monitored
Strategy	*S1, S2*

Strategy ID	Type	Description
S1	Minimization strategy	If the team find out that a member is not suitable for the assigned role, we will redistribute the roles in such a

		way that possible delays are minimized and the workload is still balanced.
S2	Avoidance strategy	If a team member is uncertain about his/her role we may contact our supervisor for role clarifications and advices.

2.

Risk ID	*R2*
Category	People
Description	A team member is ill at critical times in the project
Probability	Moderate (3)
Effect	Serious (2)
Impact	Significant schedule delay. The time for creating the project is delayed. There might be difficulties in organizing the team.
Status	Monitored
Strategy	*S3*

Strategy ID	Type	Description
S3	Minimization strategy	Buddy up team members, so that they are familiar with each others job's and if a team member is ill, there is at least one other member of the team, who can substitute, effectively, the missing member.

3.

Risk ID	*R3*
Category	People
Description	A member of the team is experiencing problems and is falling behind, which delays the project.
Probability	High (2)
Effect	Tolerable (3)

Impact	Moderate schedule delay. The time for creating the project is delayed. There may be problems with the consistency of the project.
Status	Monitored
Strategy	*S3, S4*

Strategy ID	Type	Description
S4	Contingency plans	If personal shortfalls interfere someone else's high-priority job - either the team member should pause his tasks and help out the member who needs help in order to resolve the issue quickly, or find you another task which is independent.

4.

Risk ID	*R4*
Category	Tools
Description	Trying to integrate software tools which are not appropriate, slow or too complicated for our needs.
Probability	High (2)
Effect	Tolerable (3)
Impact	Moderate schedule delay. The time for creating the project is delayed. The customer might not be able to understand and use the application properly.
Status	Monitored

Strategy	S5

Strategy ID	Type	Description
S5	Minimizing strategy	Investigate the tools in depth, so that the risk of using inappropriate tools is reduced. Before integrating a tool try building a simple prototype, so potential risks are identified as early as possible.

5.

Risk ID	R5
Category	Estimation
Description	Time required to complete project is underestimated
Probability	High (2)
Effect	Serious (2)
Impact	Significant schedule delay. The time for creating the project is delayed. The project might have missed defects.
Status	Monitored
Strategy	S7, S8

Strategy ID	Type	Description
S7	Minimization strategy	Get core components of each project section working first so that if time looks like it might run out a working solution will hopefully be available.
S8	Avoidance strategy	Evaluate project progress each week to keep track of how well the timescale is being kept to.

6.

Risk ID	R6
Category	Estimation
Description	Failure to clear reported defects
Probability	Moderate (3)
Effect	Tolerable (3)
Impact	Moderate schedule delay. The time for creating the project is delayed. Th project might not work properly. The user may not be able to use the application of the project.
Status	Monitored
Strategy	S2, S6

Strategy ID	Type	Description
S6	Minimization strategy	Investigate the tools in depth, so that the risk of defects is reduced. Before proceeding to the next step, try looking carefully for any defects that has been missed, so potential risks are identified as early as possible.
S2	Avoidance strategy	If a team member is uncertain of some potential defects we may contact our supervisor for advices.

7.

Risk ID	R7
Category	Estimation
Description	Underestimation of project size
Probability	High(2)

Effect	Tolerable(3)
Impact	Moderate schedule delay. The time for creating the project is delayed.
Status	Monitored
Strategy	*S9*

Strategy ID	Type	Description
S9	Avoidance Strategy	Regular meetings with client and project team will hopefully highlight any underestimation of project size.

8.

Risk ID	*R8*
Category	Requirements
Description	Requirements changes require major design rework
Probability	Moderate(3)
Effect	Serious(2)
Impact	Significant schedule delay. The time for creating the project is delayed.The project may have undetected defects and errors.
Status	Monitored
Strategy	*S10*

Strategy ID	Type	Description
S10	Minimization strategy	High use of information hiding in design of software. Regular communication with client about the project so as much notice as possible is granted if requirements need to change.

9.

Risk ID	R9
Category	Requirements
Description	Customers fail to understand the impact of requirements changes
Probability	Moderate(3)
Effect	Tolerable(3)
Impact	Moderate schedule delay. The customer may want to end the process of the project.
Status	Moderate
Strategy	S11, S12

Strategy ID	Type	Description
S11	Minimization and Avoidance strategy	Maximize information hiding in the design.
S12	Contingency	The team should prepare a briefing document for the customer showing how the project is working and instruction how to use the application of the project.

10.

Risk ID	R10
Category	Tools
Description	Software tools cannot work together in an integrated way.
Probability	High(2)
Effect	Tolerable(3)
Impact	Moderate schedule delay. The time for creating the project is delayed. There might be failure in implementing the given tasks.
Status	Identified
Strategy	S5

Strategy ID	Type	Description
S5	Minimizing strategy	Investigate the components in depth, so that the risk of using not well integrated components is reduced. Before integrating a component try building a simple prototype, so potential risks are identified as early as possible.