**Risk Assessment**

**Risk #1 - Time**

**Description:**

Client has given us 4 weeks to work on this project for their upcoming busy season for Christmas. If there is not enough time to complete this project, we may have to ask for an extension.

**Likelihood of Risk:**

Low; Development team is capable. This task has been assigned to Atlee Hlavinka as primary, who has built many sites with less time. We also have two other Developers available if necessary.

**Potential Impact:**

If we have to ask for an extension on this project, it would make the client unhappy and force them to miss out on additional sales. This may cost us additional projects in the future for new features, or their other locations.

**Solutions:**

* Assign an additional developer at week two if behind schedule.
* Check in regularly and make the call whether to ask for an extension or not at two weeks.

**Risk #2 – Feature Creep**

**Description:**

This also plays into time constraints. The client has indicated that they would like further features added, but not to worry about it if we don’t have time, as their focus is a functioning website.

**Likelihood of Risk:**

Medium; Client seemed to expect additional features without making it a part of the initial system request.

**Potential Impact:**

See Risk #1

**Solutions:**

Keep client updated on progress.

**Risk #3 Adding delivery service through Doordash**

**Description:**

There are unknowns when it comes to adding a new delivery service. This feature may not be something that can be added. Traditional shipment through USPS, FedEx, or UPS may have to suffice.

**Likelihood of Risk:**

Medium; Given the time constraints, this may not be added to the website in time.

**Potential Impact:**

See Risk #1 for Time

**Solutions:**

Keep client updated on progress. Implement a system for traditional shipping and add Doordash if there’s time.

**Risk #4 Adding google events**

**Description:**

This is a first for the development team.

**Likelihood of Risk:**

Medium; Given the time constraints, this may not be added to the website in time.

**Potential Impact:**

See Risk #1 for Time

**Solutions:**

Keep client updated on progress. Implement a system for events that the user can add themselves.

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| **Date** | **Version** | **Name** | **Description** |
| 11/05/2021 | 1.0 | Kristy Smith | Ticket # 00012 – Risk Assessment approved to move forward. |
| 11/12/2021 | 1.1 | Atlee Hlavinka | Added Risk 3 and 4. |
| 11/12/2021 | 2.0 | Kristy Smith | Approval of updates. |