

RISK ASSESSMENT TABLE

Generic Project Risk Factors

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Project Name	Super Recorder										
Prepared By	The META Family										
Date	April 2nd, 2014										
Version	1.0										
Factor ID	Risk Factors	Low Risk Cues	Medium Risk Cues	High Risk Cues	Low	Medium	High	Not applicable	Need info	TBD	Notes
Risk Category: Mission and Goals											
1	Project Fit to Customer Organization	directly supports customer organization mission and/or goals	indirectly impacts one or more goals of customer	does not support or relate to customer organization mission or goals	✓						Expands existing functionality
2	Project Fit to Provider Organization	directly supports provider organization mission and/or goals	indirectly impacts one or more goals of provider	does not support or relate to provider organization mission or goals	✓						Develop as Software engineers, complete course.
3	Customer Perception	customer expects this organization to provide this product	organization is working on project in area not expected by customer	project is mismatch with prior products or services of this organization		✓					Product will be different from existing iOS version.
4	Work Flow	little or no change to work flow	will change some aspect or have small affect on work flow	significantly changes the work flow or method of organization	✓						Only makes existing product more available
Risk Category: Program Management (If project is part of a program)											
5	Goals Conflict	goals of projects within the program are supportive of or complimentary to each other	goals of projects do not conflict, but provide little direct support	goals of projects are in conflict, either directly or indirectly	✓						Simplifies main product, being application testing.
6	Resource Conflict	projects within the program share resources without any conflict	projects within the program schedule resources carefully to avoid conflict	projects within the program often need the same resources at the same time (or compete for the same budget)			✓				May share server with other parts of program.
7	Customer Conflict	multiple customers of the program have common needs	multiple customers of the program have different needs, but do not conflict	multiple customers of the program are trying to drive it in very different directions	✓						Customers have common needs.

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8	Leadership	program has active program manager who coordinates projects	program has person or team responsible for program, but unable to spend enough time to lead effectively	program has no leader, or program manager concept is not in use	✓						Active leader, and small company with few projects.
9	Program Manager Experience	program manager has deep experience in the domain	program manager has some experience in domain, is able to leverage subject matter experts	program manager is new to the domain	✓						Manager has software development background.
10	Definition of the Program	program is well-defined, with a scope that is manageable by this organization	program is well-defined, but unlikely to be handled by this organization	program is not well-defined or carries conflicting objectives in the scope		✓					Well-defined but with many obstacles.
Risk Category: Decision Drivers											
11	Political Influences	no particular politically-driven choices being made	project has several politically motivated decisions, such as using a vendor selected for political reasons, rather than qualifications	project has a variety of political influences or most decisions are made behind closed doors	✓						No political influences.
12	Convenient Date	date for delivery has been set by reasonable project commitment process	date is being partially driven by need to meet marketing demo, trade show, or other mandate not related to technical estimate	date is being totally driven by need to meet marketing demo, trade show, or other mandate; little consideration of project team estimates		✓					Course deadline end of May.
13	Use of Attractive Technology	technology selected has been in use for some time	project is being done in a sub-optimal way, to leverage the purchase or development of new technology	project is being done as a way to show a new technology or as an excuse to bring a new technology into the organization		✓					Project not optimal for Android.
14	Short Term Solution	project meets short term need without serious compromise to long term outlook	project is focused on short-term solution to a problem, with little understanding of what is needed in the long term	project team has been explicitly directed to ignore the long term outlook and focus on completing the short term deliverable	✓						Not focused on short-term solutions.

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Risk Category: Organization Management											
15	Organization Stability	little or no change in management or structure expected	some management change or reorganization expected	management or organization structure is continually or rapidly changing	✓						Will follow PPD-1 planning.
16	Organization Roles and Responsibilities	individuals throughout the organization understand their own roles and responsibilities and those of others	individuals understand their own roles and responsibilities, but are unsure who is responsible for work outside their immediate group	many in the organization are unsure or unaware of who is responsible for many of the activities of the organization		✓					Project management keeps overview of responsibilities.
17	Policies and Standards	development policies and standards are defined and carefully followed	development policies and standards are in place, but are weak or not carefully followed	no policies or standards, or they are ill-defined and unused						✓	Have not started on that part of the project yet.
18	Management Support	strongly committed to success of project	some commitment, not total	little or no support	✓						Motivated management
19	Executive Involvement	visible and strong support	occasional support, provides help on issues when asked	no visible support; no help on unresolved issues		✓					
20	Project Objectives	verifiable project objectives, reasonable requirements	some project objectives, measures may be questionable	no established project objectives or objectives are not measurable	✓						Verifiable e.g.by comparing with existing product
Risk Category: Customers/Users											
21	User Involvement	users highly involved with project team, provide significant input	users play minor roles, moderate impact on system	minimal or no user involvement; little user input			✓				User studies were made for existing product.
22	User Experience	users highly experienced in similar projects; have specific ideas of how needs can be met	users have experience with similar projects and have needs in mind	users have no previous experience with similar projects; unsure of how needs can be met					✓		Users fit in all categories
23	User Acceptance	users accept concepts and details of system; process is in place for user approvals	users accept most of concepts and details of system; process in place for user approvals	users do not accept any concepts or design details of system	✓						Concepts and details accepted for existing product.
24	User Training Needs	user training needs considered; training in progress or plan in place	user training needs considered; no training yet or training plan is in development	requirements not identified or not addressed				✓			Training not necessary, instructions already in place.

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25	User Justification	user justification complete, accurate, sound	user justification provided, complete with some questions about applicability	no satisfactory justification for system	✓						Concept has been tried in existing product.
Risk Category: Project Characteristics											
26	Project Size	small, non-complex, or easily decomposed	medium, moderate complexity, decomposable	large, highly complex, or not decomposable		✓					Easy to over-view, but with complex details.
27	Reusable Components	components available and compatible with approach	components available, but need some revision	components identified, need serious modification for use					✓		Server under redevelopment by customer.
28	Supplied Components	components available and directly usable	components work under most circumstances	components known to fail in certain cases, likely to be late, or incompatible with parts of approach				✓			No components supplied.
29	Budget Size	sufficient budget allocated	questionable budget allocated	doubtful budget is sufficient				✓			No money involved.
30	Budget Constraints	funds allocated without constraints	some questions about availability of funds	allocation in doubt or subject to change without notice				✓			
31	Cost Controls	well established, in place	system in place, weak in areas	system lacking or nonexistent				✓			
32	Delivery Commitment	stable commitment dates	some uncertain commitments	unstable, fluctuating commitments	✓						Fixed date of delivery.
33	Development Schedule	team agrees that schedule is acceptable and can be met	team finds one phase of the plan to have a schedule that is too aggressive	team agrees that two or more phases of schedule are unlikely to be met		✓					Media composition more complex than estimated.
Risk Category: Product Content											
34	Requirements Stability	little or no change expected to approved set (baseline)	some change expected against approved set	rapidly changing or no agreed-upon baseline	✓						Requirements well defined.
35	Requirements Completeness and Clarity	all completely specified and clearly written	some requirements incomplete or unclear	some requirements only in the head of the customer	✓						Detailed requirements supplied early on.
36	Testability	product requirements easy to test, plans underway	parts of product hard to test, or minimal planning being done	most of product hard to test, or no test plans being made		✓					Hard to test on different phones.

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37	Design Difficulty	well defined interfaces; design well understood	unclear how to design, or aspects of design yet to be decided	interfaces not well defined or controlled; subject to change		✓					Needs more trial and error.
38	Implementation Difficulty	content is reasonable for this team to implement	content has elements somewhat difficult for this team to implement	content has components this team will find very difficult to implement		✓					Some details hard to implement.
39	System Dependencies	clearly defined dependencies of the project and other parts of system	some elements of the system are well understood and planned; others are not yet comprehended	no clear plan or schedule for how the whole system will come together	✓						Project's part of system clearly defined.
Risk Category: Deployment											
40	Response or other Performance Factors	readily fits boundaries needed; analysis has been done	operates occasionally at boundaries	operates continuously at boundary levels	✓						Analysis done for iOS version.
41	Customer Service Impact	requires little change to customer service	requires minor changes to customer service	requires major changes to customer service approach or offerings	✓						New product very similar to existing one.
42	Data Migration Required	little or no data to migrate	much data to migrate, but good descriptions available of structure and use	much data to migrate; several types of data or no good descriptions of what is where	✓						No migration required.
43	Pilot Approach	pilot site (or team) available and interested in participating	pilot needs to be done with several sites (who are willing) or with one who needs much help	only available pilot sites are uncooperative or in crisis mode already	✓						8000 testers standing by.
Risk Category: Development Process											
44	Alternatives Analysis	analysis of alternatives complete, all considered, assumptions verifiable	analysis of alternatives complete, some assumptions questionable or alternatives not fully considered	analysis not completed, not all alternatives considered, or assumptions faulty		✓					Many ideas have been discussed.
45	Commitment Process	changes to commitments in scope, content, schedule are reviewed and approved by all involved	changes to commitments are communicated to all involved	changes to commitments are made without review or involvement of the team	✓						Decisions discussed at weekly meetings.

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46	Quality Assurance Approach	QA system established, followed, effective	procedures established, but not well followed or effective	no QA process or established procedures	✓						
47	Development Documentation	correct and available	some deficiencies, but available	nonexistent	✓						Well documented.
48	Use of Defined Development Process	development process in place, established, effective, followed by team	process established, but not followed or is ineffective	no formal process used	✓						Weekly assignments and briefings.
49	Early Identification of Defects	peer reviews are incorporated throughout	peer reviews are used sporadically	team expects to find all defects with testing		✓					Some parts are peer-reviewed.
50	Defect Tracking	defect tracking defined, consistent, effective	defect tracking process defined, but inconsistently used	no process in place to track defects	✓						Using git bug tracking.
51	Change Control for Work Products	formal change control process in place, followed, effective	change control process in place, not followed or is ineffective	no change control process used	✓						Using git.
Risk Category: Development Environment											
52	Physical Facilities	little or no modification needed	some modifications needed; some existent	major modifications needed, or facilities nonexistent	✓						Every team member has computer access.
53	Tools Availability	in place, documented, validated	available, validated, some development needed (or minimal documentation)	unvalidated, proprietary or major development needed; no documentation		✓					Some tools vaguely documented (eg binary code injection)
54	Vendor Support	complete support at reasonable price and in needed time frame	adequate support at contracted price, reasonable response time	little or no support, high cost, and/or poor response time				✓			
55	Contract Fit	contract with customer has good terms, communication with team is good	contract has some open issues which could interrupt team work efforts	contract has burdensome document requirements or causes extra work to comply	✓						CAM gives regular status reports to customer.
56	Disaster Recovery	all areas following security guidelines; data backed up; disaster recovery system in place; procedures followed	some security measures in place; backups done; disaster recovery considered, but procedures lacking or not followed	no security measures in place; backup lacking; disaster recovery not considered	✓						Using git.

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Risk Category: Project Management (PM)											
57	PM Approach	product and process planning and monitoring in place	planning and monitoring need enhancement	weak or nonexistent planning and monitoring	✓						See PPD-1.
58	PM Experience	PM very experienced with similar projects	PM has moderate experience or has experience with different types of projects	PM has no experience with this type of project or is new to project management		✓					Experience with smaller projects.
59	PM Authority	has line management or official authority that enables project leadership effectiveness	is able to influence those elsewhere in the organization, based on personal relationships	has little authority from location in the organization structure and little personal power to influence decision-making and resources	✓						Leadership established early on, with team's consent.
60	Support of the PM	complete support by team and of management	support by most of team, with some reservations	no visible support; manager in name only	✓						Team supportive.
Risk Category: Team Members											
61	Team Member Availability	in place, little turnover expected; few interrupts for fire fighting	available, some turnover expected; some fire fighting	high turnover, not available; team spends most of time fighting fires	✓						Team responds and shows up to meetings.
62	Mix of Team Skills	good mix of disciplines	some disciplines inadequately represented	some disciplines not represented at all		✓					Little experience in byte code injections.
63	Team Communication	clearly communicates goals and status between the team and rest of organization	team communicates some of the information some of the time	rarely communicates clearly within team or to others who need to be informed	✓						Frequent communication through several channels.
64	Application Experience	extensive experience in team with projects like this	some experience with similar projects	little or no experience with similar projects		✓					Experience in small scale projects.
65	Expertise with Application Area (Domain)	good background with application domain within development team	some experience with domain in team or able to call on experts as needed	no expertise in domain in team, no availability of experts			✓				Learning required for project.
66	Experience with Project Tools	high experience	average experience	low experience		✓					
67	Experience with Project Process	high experience	average experience	low experience		✓					
68	Training of Team	training plan in place, training ongoing	training for some areas not available or training planned for future	no training plan or training not readily available	✓						Basic Android, LaTeX and Git training.

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69	Team Spirit and Attitude	strongly committed to success of project; cooperative	willing to do what it takes to get the job done	little or no commitment to the project; not a cohesive team	✓						Majority of team committed.
70	Team Productivity	all milestones met, deliverables on time, productivity high	milestones met, some delays in deliverables, productivity acceptable	productivity low, milestones not met, delays in deliverables	✓						Deliverables on time so far.
Risk Category: Technology											
71	Technology Match to Project	technology planned for project is good match to customers and problem	some of the planned technology is not well-suited to the problem or customer	selected technology is a poor match to the problem or customer		✓					Technology suits customer, but not the problem.
72	Technology Experience of Project Team	good level of experience with technology	some experience with the technology	no experience with the technology		✓					
73	Availability of Technology Expertise	technology experts readily available	experts available elsewhere in organization	will need to acquire help from outside the organization			✓				No experts in organization.
74	Maturity of Technology	technology has been in use in the industry for quite some time	technology is well understood in the industry	technology is leading edge, if not "bleeding edge" in nature	✓						Android been in use since 2008.
Risk Category: Maintenance and Support											
75	Design Complexity	easily maintained	certain aspects difficult to maintain	extremely difficult to maintain		✓					Fluent screen recording difficult.
76	Support Personnel	in place, experienced, sufficient in number	missing some areas of expertise	significant discipline or expertise missing		✓					Would need to learn about product.
77	Vendor Support	complete support at reasonable price and in needed time frame	adequate support at contracted price, reasonable response time	little or no support, high cost, and/or poor response time			✓				Product will not be sold.
		Total Categories	14								
		Total Factors	77								