RISK MANAGEMENT PLAN

The Risk Management Plan is created to define how risks will be identified and what are risk management activities will be used to manage, monitor and avoid risks throughout the lifecycle of the project.

# Methodology

Define how will risk management be performed on this project.

**Brainstorming:** Team member and stakeholders will hold a meeting to identify risk of the project and brainstorming to find out how to react when a risk occur.

**Interviewing:** A kind of face-to-face communication to help project manager get information about potential risks when interview people with similar project experience.

**SWOT:** Using SWOT to identify Strengths, Weeknesses, Opportunities and Threats of team to help team find out risks.

**Checklist:** Based on previous projects to provide a meaningful template for understanding risks in a current project.

**5-Why, Fishbone:** Trace problems to their main root cause.

# Role and responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Roles | Responsibilities |
| Nguyen Son Ha | PM­­­­ | * Monitoring and ensuring that risk management is performed smoothy. * Identify new and emerging risks or problems with managing known risks and escalating to a higher level. |
| Hoang Minh Duc | Team member | * Testing and validating existing controls, with recommendations for improvement on identified control weaknesses. * Reporting outcomes. |
| Kieu Minh Tam | Team member | * Testing and validating existing controls, with recommendations for improvement on identified control weaknesses. * Reporting outcomes. |

# Budget and schedule

Project manager will estimate to add bonus time, budget for project to help team member.

# Risk categories

**Technology Risk:**

* Can not be integrated with customer’s system.
* Network: Network condition to test project is not good so the send email activities can not be done quickly.
* Devices: Can devices with another version of android run normally? Can other mobile that’s different from testing mobiles run?

**People Risk:**

* Team members don’t have experiences in this kind of project.
* Team members have conflict.

**Structure/process risk:**

* Since no one has any experience, management might goes wrong.
* Working with stakeholder might not procedures needed information.

# Risk probability and impact

Note: Information about risks refer file: **Risk-register.xlsx**

High

Low

Medium

Probility

|  |  |  |
| --- | --- | --- |
|  | R6 |  |
|  | R1 | R5 |
| R4 | R2, R3 | R7 |

Impact

Low

Medium

High