

# Risk Register

a)

We decided to use a risk register in order to show our risks in a clear and concise way. The risk register serves as a central repository for the project's risk information and allows for the information that results from the risk management process to be suitably sorted, standardised, and merged for relevance to the appropriate level of management. Its key function is to provide the team with significant information on the main risks faced by the project. The risk register also gives the teams risk management stakeholders a clear view of the current status of each risk, at any point in time. A risk register as part of the risk management plan and will help the team to:

- Understand the nature of the risks the team faces.
- Become aware of the extent of those risks.
- Identify the level of risk that the team is willing to accept.
- Recognise its ability to control and reduce risk.
- Report the risk status at any point in time.
- Have in place risk event "early warning" factors and upward reporting thresholds.

The risk register will help the team record the following risk management information:

- The type of risk.
- Description of the risk
- Likelihood of the risk occurring and its potential impact to the project.
- Risk mitigation/reduction actions taken in case the risk does occur.
- Who's responsible for the risk

b)

ID	Type	Description	Likelihood	Severity	Mitigation	Owner
R1	Project	Project member leaves	L	H	Another member of the team will be assigned as a backup who will cover that part of the project if a group member is lost	Brandon
R2	Project	Project member unavailable	M	M	Another member of the team will be assigned as a backup who will temporarily cover that group members part	

					of the project if they are unavailable for a long period of time but if it is a short period of time then if possible the rest of the team will work around that section until the assigned member is able to complete their task	
R3	Product	Product requirements changes	H	M	The team members that were assigned to the sections that this product requirement change effects acts accordingly in order to meet the new requirements	
R4	Product	Delay in questions about requirements response	M	L	Work around that section until the question is answered by the customer	
R5	Technology	Libraries may become unavailable	L	H	Switch to a different more reliable library or one that is supported by a more active open source community	
R6	Technology	The library used is slow or doesn't work on customer hardware	L	M	Have access to details about what the customer would like to be able to run the project on and what type of hardware they use	
R7	Technology	The library has a security update that is needed to be done manually	M	H	Find a way to get the customer to install the update by using a step by step process to keep it simple	
R8	Technology	The libraries are too confusing for the customer to use easily	L	M	Find a way around the customer having to use the libraries and for them to not have to get involved	

					with it	
R9	Project	Project members interpret requirements differently	L	H	Have a group meeting and discuss with the customer exactly what they want from the requirements	
R10	Project	Clash in opinion on ways to implement certain aspects	M	H	Have a meeting with the project members and come to an agreement on a certain way to implement it and find the most efficient way.	
R11	Product	Product may not end up to turn out exactly as the customer wanted	L	H	Regroup with the team and the customer and then try to find a solution to the problem and then find some way to change it to meet the new requirement	
R12	Product	A better solution to the requirements arises	H	M	Speak with the customer and suggest the new idea as a solution to make the game better and more exciting.	

### How did we manage the risks?

We created a very detailed risk register in order to see the risks that we may encounter. This way risks can be identified in every stage of the project. We got the entire team involved in order to identify and prioritise all the potential risks that we feel we may encounter and assigned them to different team members. We then updated the risk register whenever any changes we felt should be made in order to keep it up to date with our project.

### How did we identify risk?

One way we did this is that we brainstormed with the team to gather the information we needed to both identify and resolve the risks. We thought of as many risks as we thought relevant and noted them down to put in our register. We made sure that the risks we had were rooted in the cause of the problem. So drilling down to the root cause to see if the risk is one that will have the kind of impact on your project that needs identifying. When trying to minimise risk it was useful for us to trust our

intuition as this helped point us to unlikely scenarios that we assumed just couldn't happen.

### How did we analyse risk?

Analysing the risk can be difficult as you can only have so much information. So in order to analyse the risk we used the information that we had and brainstormed the best we could with that information in order to find as many risks as we found suitable.

### How did we track risk?

In order to track the risk we saw that whoever owned the risk would be responsible for tracking if it occurs and its progress of resolution should it occur. They also would make others aware of this in order to keep everyone up to date. We did this by setting up a series of meetings in order to manage the risk and made sure that we were transparent with each other in order to give everyone the full clarity of all issues that were occurring

## Advancing to Assessment 2

When taking over this project from the previous team who started the development, it is clear that they had a good understanding of how to identify, manage, track and analyse the risks when developing the game. We have decided to keep using the risk register method of identifying and analysing the risks in the project as it is a clear and concise way of understanding any possible threats to our productivity.

### Identifying Risks

To discuss what the new risks could be, we gathered as a group in a meeting and started thinking about what could be different about this assessment compared to the previous one. The biggest point discussed was about the uncertainty of the previous group's development on the game. As we were not involved in the development of their game during the first assessment, we are following on from their work with only their deliverables to go off of. The more the material that was passed onto us lacked in quality, the higher the potential of our work on the project to decrease in standard.

### Analysing Risks

When we came together as a team our main way of analysing the risks we had was by going through the previous team's deliverables. This is because this was the only information we had on the project we had to complete and from doing this we were able to suitably analyse and assess the potential risks that could come about while working on the project.

### Managing Risks

To manage the risks that we identified, we developed another risk management register to lay out all the potential risks that we had discussed. Each risk has been assigned to an "owner" who is given responsibility to manage the risk if it is encountered or becomes a problem. While advancing with the project, if any member of the team is able to come up with or maybe has encountered another risk, they add it to the register, notify the team and we then discuss who should be the "owner" of it.

### Tracking Risks

The assigned owner of each risk had the responsibility of tracking the risk they had been given and to report to the team if anything was getting out of hand. They were then tasked with mitigating the risk if they could but if not they were free to come to the rest of the team for help with the issue.

ID	Type	Description	Likelihood	Severity	Mitigation	Owner
R2_1	Project	Not Reaching the given deadline	Medium	Very High	Organise meetings frequently to make sure progress is being made, especially near deadline day, to make sure we are on top of our work and to sort any issues that may be arising	Anuj
R2_2	Product	Not understanding the previous developers code	Medium	Medium	Try to go through the code as a team and if it is still difficult we contact the previous team.	Will
R2_3	Product	Previous developers game won't run	Low	Medium	Try to collectively find a solution.	Joel
R2_3	Product	Game contains many bugs from previous developers	Medium	Medium	Figure out what the bugs are and try to patch them.	Will
R2_4	Project	Hard to understand documents	Low	Medium	Contact the previous team to see if they can give some clarity	Charlotte
R2_5	Project	Incomplete documents	Low	Medium	Contact the previous team to see if they can give some clarity	Anuj

L = Low

M = Medium

H = High