

Legend

Likelihood

Very Low: The event may only occur in the most exceptional circumstances (0%-10% chance of occurring)

Low: This event is unlikely to occur (11%-30% chance of occurring)

Medium: The event may occur (31%-50% chance of occurring)

High: The event likely to occur (51%-75% chance of occurring)

Very High: The event is expected to occur in the common situation (76%-99% chance of occurring)

Impact

Negligible: The case will have an insignificant effect on the project, the software should not be affected. As a result these cases could be ignored and if they were to occur, the problem could be fixed through a software update.

Low: The case should have a little impact on the project and could be solved by a slight modification. Should not take more than a week to fix.

Medium: The case could have a moderate effect on the project and needs to be considered by the risk owner.

High: The case would result in a major impact on the project. It would require heavy changes on the project and cause issues with other processes.

Extreme: The case will result in a failure to implement or finish the project. The event would heavily impact the entire project team and will require disaster management as soon as possible. If unmanaged the project team will be unable to deliver a product to the client.

Risk Score Table

Impact/ Likelihood	Negligible	Low	Medium	High	Extreme
Very Low	1	2	3	4	5
Low	2	4	6	8	10
Medium	3	6	9	12	15
High	4	8	12	16	20
Very High	5	10	15	20	25

Risk Categories

Score Range:	Description
1-3	Risk levels between 1 and 3 will have minimal impact and do not need immediate action by the owner. To mitigate the risk the owner only needs to be aware that it has occurred.
4-6	Risk levels between 4 and 6 will require monitoring by the owner who should be aware of the risk and consider the impact it may have on the project at the stage it occurs. The owner should try to prevent and avoid the risk if possible, however the risk will not have a substantial impact on the project as a whole.
8-10	Risk levels between 8 and 10 have a high likelihood of occurring during the project development period, and could have a significant impact on the project and as such need to be addressed promptly by the risk owner ensuring preventative strategies are employed to reduce the chance of it occurring. Minimisation and Contingency strategies need to be implemented should the risk occur.
12-16	Risk levels between 12 and 16 have a very high possibility of happening during the project development period, and could seriously impact the success of the project, risks of this level should be actively monitored by the entire team with prevention strategies in place throughout the project lifecycle. If the risk should occur then it must be acted upon using the appropriate strategy immediately.
20-25	Risk levels between 20 and 25 are risk that could potentially cause the project to end before completion. All team members need to be aware of the risk and prevention strategies to erase any possibility of the risk occurring during the project lifecycle. There is likely no contingency plan for risks of this category due to their severity and sizable impact

Risk Log – My Wellbeing Kit Application

Risk Number	Risk Category	Risk Description	Likelihood (VL/ L/ M/ H/ VH)	Impact (VL/ L/ M/ H/ VH)	Score	Countermeasures	Risk Owner
1	Organisational/ Management/ Human	The software could not be accomplished according to the client requirement: Due dates may prevent us from achieving certain milestones. Sometimes the software development team will not be able to organise the software development documents on time, causing the project delay. Additionally, project team members of different roles may need to collaborate on certain documents, causing further delay.	Low	Low	4	<p>Prevention: Follow the schedule for each project due date at all stages. Ask a team member to be in charge of monitoring the due date and reminding other team members about in the team meeting.</p> <p>Minimisation: Communicate to the clients any questions before they become and issue and find out solutions.</p> <p>Contingency: Have group meeting and inform all members about the issue, talk about the situation to the unit coordinator and contact to the clients explaining the problem. Project manager divide up the additional work for each member to do part of so it can be finished as quickly as possible.</p>	Project Manager

2	Organisational/ Management/ Human	<p>Tasks were assigned too late for each group member or the tasks were not clear for each group member:</p> <p>The project manager may not have enough time to be familiar with group members, making it easier to make mistakes or not clearly define the goal in a way that they can understand.</p>	Low	Medium	6	<p>Prevention: Each group member should attend the group tasks with a positive attitude. Everyone should be aware of their duty to remind the project manager to assign the tasks. Everyone should discuss any issues positively with the group.</p> <p>Minimisation: Check the assignment due date and discuss whether the team can finish the assignment before its due date. If the team cannot finish the assignment before its due date, the project manager should contact the degree coordinator to discuss options.</p> <p>Contingency: Hold an emergency meeting where the project manager should ask the other group members for help in analysing the task and if it cannot be completed by the due date then the project manager should contact the degree coordinator informing them of our delay.</p>	Project Manager
3	Organisational/	Illness of team members:	Low	Medium	6	<p>Prevention:</p>	Project Manager

	Management/ Human	<p>The project will span 26 weeks, during this time team members may fall ill, preventing them from being able to work. This will delay the project progress. The team member may be unable to contribute for any length of time, depending on the severity of the illness. If this occurs, the project team will have to do extra work to make up for this, causing extra stress on all group members.</p>				<p>The member should have a healthy timesheet for their daily study and maintain a generally healthy lifestyle.</p> <p>Minimisation: Ask the ill team member see the doctor immediately, and take a good rest. Hopefully this will allow the team member to recover quickly and little time will be lost.</p> <p>Contingency: The project manager will need to make an announcement to team members about the illness and an estimated time frame until recovery. Then distribute the sick individual's responsibilities to other team members and update team schedules to reflect these changes. Keep in contact with team members ensure all the extra work can be completed on time.</p>	
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4	Organisational/ Management/ Human	Team breaks up and a member leaves: Different team members have different cultural backgrounds, different hobbies and different personalities. This could result in disagreements between team members. Unequal distribution of tasks or a lack of work ethic may also cause individuals to become upset. If people can not endure and understand each other to the point where serious arguments break out then they will quit the project or leave the team.	Medium	High	15	<p>Prevention: The member should always attend the meetings and talk with other members to try understand each other's work and difficulties. Try to understand each other's perspectives on issues. Plan some team building activities to relax together and strengthen bonds.</p> <p>Minimisation: Each member should understand and agree with the division and allocation of tasks. Use social media to contact each other online rather than letting issues sit until the next meeting if they are urgent or severe. If someone feels they have been treated unfairly or discriminated against, they need to talk with the project manager or other members before the issue gets out of hand. Analysing the reason together will allow for the problem to be solved fairly and in a way that doesn't upset anyone.</p> <p>Contingency:</p>	Project Manager
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						As soon as team members find out that someone is leaving the project, they need to announce this to other members. Then this should be reported to the project coordinator so a meeting can be organised to discuss the problem and make sure the same thing does not occur again.	
5	Organisational/ Management/ Human	Client stops communication: If the team does not have a good level of communication with client or fails to meet the client requirements, the client may give up on the project and become unresponsive. There may also be disagreements between the team and the client that are severe enough to result in the client wishing to terminate the project without first contacting us to discuss this. The client may also become unresponsive due to personal reasons.	Very Low	High	5	Prevention: The Client Liaison will regularly contact the clients to keep them aware of the progress the team is making and involve them in decisions about the project. The project team will also have a regular meeting with the client to report progress through the development of the application. The project team will act in a professional manner around the client and strive to quickly and politely settle any disagreements. Minimisation: Try to communicate with the client by email and ask how to resolve the issue that is keeping them from contacting the group.	Client Liaison

						Contingency: Contact the project coordinator and explain the situation as it stands. The client liaison should continue to try contact the client and ask why communication has ceased. Discuss the issue with whole project team and analyse the problem with the client to come to a solution.	
6	Organisational/ Management/ Human	Client cancels involvement in project: Because of some reasons, the client may cancel the involvement project. These reasons may include: shortage of funding, plan replacement or another external team being assigned to this project. If this risk happens, it usually means the the project has to shut down.	Low	High	5	Prevention: The client liaison should keep in regular contact with the client and ensure meetings are held with suitable frequency. In addition, the client liaison should often inform the progress of the project to the client. Minimisation: Have an emergency meeting with the client. The team should try to understand why the client wishes to cancel their involvement in project and then try to find a solution which allows them to continue being involved in the project. Contingency: Hold a meeting with the whole team and the unit coordinator	Client Liaison

						as quickly as possible to discuss options.	
7	Organisational/ Management/ Human	<p>Unable to implement all mandatory functions specified by the client:</p> <p>If the project members are not well versed in programming the project may not include the core functionality required or may not meet the required level of professionalism.</p> <p>This risk may occur due to the fact that as of this year many team members are having their first hands on experience with mobile application development. Due to this mistakes are likely to occur.</p>	Medium	High	15	<p>Prevention: Design the project schedule with team members programming ability in mind. Set concrete due dates for milestones and tasks so that everyone works consistently and towards common goals.</p> <p>Minimisation: Build programming knowledge in relevant areas early on before implementation begins. Resolve any questions about the project design before programming commences. Try and simplify complex functions into approachable tasks for team members.</p> <p>Contingency: Contact to the unit coordinator and have a meeting with the client to explain the function or functions that are causing the issue. Have a group meeting to try to solve the problem as a team, potentially set the completion of the function back to a later date if possible, allowing for the project development to continue.</p>	Leader Programmers, Project Manager

8	Organisational/ Management/ Human	Schedule clash between team members or client: Busy schedules between project members and the client can reduce the number of meetings available and lead to a lack of communication between primary stakeholders.	Low	Medium	6	<p>Prevention: It is essential that the client liaison keeps the client informed at every step of the project lifecycle, working around the clients schedule and making necessary compromises where needed.</p> <p>Minimisation: The project manager and client liaison are responsible for making sure they can be at all meetings with the client and fitting said meetings into their schedules.</p> <p>Contingency: All team members should prioritise client meetings as they provide valuable information and feedback regarding project development. Any questions for the client should be directed to the client liaison as the main point of contact..</p>	Project Manager, Client Liaison
9	Organisational/ Management/ Human	Tasks were not assigned to team members or assigned too late: The project manager may fail to allocate tasks in a timely manner leaving team members with little time to complete them. The project manager	Low	High	10	<p>Prevention: The project manager should prioritise allocating tasks as early as possible during the relevant phase of the project.</p> <p>Minimisation: The project manager should actively ask team members</p>	Project Manager

		may be misinformed by project leads and fail to assign a key task or tasks that could result in failure to meet deadlines and requirements.				for feedback and learn from previous mistakes made during the task allocation process. Team members should aim to communicate any concerns as soon as possible to the project manager. Contingency: Have a meeting with all team members, immediately explain the task or tasks that need completing, separate the task and set a new deadline to aim for. Refer to project coordinator for further information should it be required..	
10	Organisational/ Management/ Human	Client includes a mandatory function after initial development of the software: After finalising the project's schedule and the components necessary to incorporate within the final product, the client expresses concern for the project and deems certain components that have not been discussed or scheduled to now be mandatory. The client often will not fully understand the significance of adding large components to	Very High	High	20	Prevention: Before the project team finalises their ideas of the project, the members have an opportunity to talk with the clients. Here they can ask questions and gain specifics on what the clients future goals are for the application. This means the team must make sure the requirement of the project are well documented and make the client aware that dramatic	Project Manager

		<p>the application during development and may assume functions can be easily added. If added functionality is assumed or made to be mandatory by the client this will greatly complicate the project or even disrupt the entire developmental life cycle of the project depending on the complexity of the functionality to be added.</p>				<p>changes to the requirements are not feasible.</p> <p>Minimisation: Confirm that each step is clearly understood by both the team and the client. This means both teams are familiar and in agreement with the project brief and software requirements document. This also includes agreeing on the justification for each function and reaching a consensus during each meeting with the client. This communication must be maintained throughout the development of the application so that both the project team and the client understand what stage is currently being worked on for the project.</p> <p>Contingency: Should the client deem a new function be added to the application the team must immediately organise a meeting and fit the additional functionality into the development cycle.</p>	
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11	Organisational/ Management/ Human	Project team leads (programmer, designer, artist) become misaligned during implementation stage: Team members need to understand all requirements for the project. If one or more members of the team have different ideas of what is required this can lead to individuals of the group working towards different goals. Thus, it may result in the project failing to meet requirements set by the client.	High	Medium	20	<p>Prevention: During the project meeting and project lectures, the team should aim to have at least four members present. Lead roles should keep one another informed on all stages of development and should they have any doubts, they need to ask other members for help to clarify these issues.</p> <p>Minimisation: Communicate with other team members frequently. Discuss all tasks and raise any questions with relevant leads or other members. Send emails to the lecturer if an answer cannot be discerned.</p> <p>Contingency: Inform the project members as soon as possible about any major issues, and work together to find solutions to the problem.</p>	Lead Programmer, Lead Designer
12	Organisational/ Management/ Human	Allocated tasks are not completed on time or left incomplete; it is clear that if allocated tasks are not finished on time the team member responsible for that task are to be held accountable. The allocated	Low	High	8	<p>Prevention: Project manager needs to remind each group member of what their tasks are and when they are due. If there are any problems they should be raised with the project manager. In addition, the</p>	Project Manager

		work may not have suited the team member it was assigned to or the leader may have not managed their time well. If allocated tasks are not completed on time the entire team suffers from the delay.				<p>tasks should be allocated according to members varying skill sets.</p> <p>Minimisation: The whole team should focus on the work which has not been assigned. Individuals need to try their best to finish their allotted tasks as soon as possible so that the project remains on schedule.</p> <p>Contingency: Organise a team meeting as soon as possible, then assign tasks to capable team members. If the delay is of concern to the client then the client liaison should make contact and inform relevant parties.</p>	
13	Organisational/ Management/ Human	One or more team members fail Project A and cannot continue in Semester 2: it is clear that to continue project development in semester 2 team members must pass Project A(first semester). Each student should aim to pass project A however if a team member does not, it may cause the	Very Low	Very High	5	<p>Prevention: Each of team member should encourage one another to do their best work and help them where necessary.</p> <p>Minimisation: If a member is receiving lower marks than the rest of the team find out what might be causing this and aid them in any way possible.</p>	Project Manager

		project team to struggle with the workload and therefore have negative results on the final release.				Contingency: Email to coordinator as soon as possible regarding the issue. Discuss how the team member can improve and look to be more proactive in helping them in the future.	
14	Technical/ Operational/ Infrastructure	Application fails to be compatible across one or more devices: the system's limitations lead to incomplete functionality and reduce the overall software performance. Hardware configurations vary between devices which may result in some incomplete functionality, or a complete failure to run the application. The devices operating system will often warn of incompatibility issues during installation.	Medium	Very High	10	Prevention: Do more testing throughout development. Attempt to install all functionality on a range of physical and virtual devices running different versions of their applicable operating system. Minimisation: Strive to have all team members conduct testing during and after the implementation phase. The more the application is used the more likely compatibility issues will be discovered. Contingency: Connect with the programmer and interfacier to let them know about the problem. If the issue cannot be resolved easily then bring it to the project managers attention as soon as possible.	Lead Programmers

15	Technical/ Operational/ Infrastructure	Client is unhappy with the user interface after implementation: Sometimes the project team may fail to communicate clearly or often enough with the client, resulting in the team having a different idea of what the interface should look like. This can occur when ideas are coming from just one team member and not being discussed enough at meetings with the team and client.	Medium	Medium	9	<p>Prevention: The client liaison maintains consistent and frequent contact with the client. Once the project team develops an updated version of the interface, the client liaison should send the document to the client, making sure to relay their feedback to the project team.</p> <p>Minimisation: Try to design the GUI aided with input from all team members. Every individual should try to design a series of interface options and discuss them at team meetings. These designs should all be communicated to the client.</p> <p>Contingency: If the client does not like the interface prototype, the project team must have a meeting online or face to face to discuss in detail the issues raised by the client. The lead artist will have the final say in making decisions for the artwork and aesthetics for the application. The revised version should be sent to the</p>	Lead Artist/ Interfacer, Client Liaison
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						client to make sure their issues have been resolved.	
16	Technical/ Operational/ Infrastructure	Application does not store user entered data correctly resulting in corrupted data: The data being stored locally on a device can often become corrupt due to different reasons. The more complex the application is, the more potential there is for issues to arise when dealing with storing data. As there is no backup of the user data for this application an error in data processing could lead to application failure.	Low	Low	4	<p>Prevention: The team should test the data storage solution before the application is published in each release.</p> <p>Minimisation: The lead programmer should note down the issue and exactly what parts of the application are affected by it, and raise the issue with other team members at the next team meeting.</p> <p>Contingency: Plan an urgent meeting to discuss the issue with relevant parties, predominantly the project team, and try to work out a solution to the problem with the help of team members.</p>	Lead programmers

17	Technical/ Operational/ Infrastructure	Improper use of version control results in loss of code: Accidental merging of data or removal of backups (upgrades or downgrades) will likely result in loss of code base that can set back the project anywhere from a day to a month. Having to revert to old code revisions can impede on teams moral and result in disputes between involved parties.	High	Very High	20	<p>Prevention: Make sure all team members are familiar with the version control software of choice and are capable of using it when making changes to code. Ensure all changes are commented and well documented.</p> <p>Minimisation: The lead programmers should actively monitor the versions committed by team members and reviewing changes to make sure they are in line with the tasks allocated by the project manager. If a team member appears to be incorrectly using the software then they should be instructed on how to use it correctly. The lead programmers should maintain an alternate version and updated backups during development that can be used to revert changes and minimise data loss.</p> <p>Contingency: In the event of significant data loss the lead programmers should revert changes and load the most recent backup.</p>	Lead Programmer
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						All team members should be informed and a review of the incident should be undertaken to prevent it happening in the future.	
18	Technical/ Operational/ Infrastructure	Software/Hardware failure resulting in loss of parts of application: Software and hardware failures are likely to occur during the development process. Software failures often lead to data loss, likewise hardware failures can also lead to data loss and set back the project significantly if not acted upon swiftly.	Medium	High	15	<p>Prevention: Ensure project work is saved and backed up often by all team members and maintain backups in more than one location, to avoid the risk of hardware failure.</p> <p>Minimisation: Conduct development in a safe operating environment making sure saves are not located on a volatile storage medium. Enforce proper save practices team wide.</p> <p>Contingency: Relevant leads should analyze the reason for the failure and recognise that software and hardware failures are just an unfortunate reality of developing software. If a failure should occur the project should be reverted back to its most recent stable backup and development should continue.</p>	Project Team
19	Organisational/	Failure to review the project before major releases:	Low	Very High	10	Prevention:	Project Team

	Maintenance/ Human	A project that has not been reviewed appropriately will have an increased chance of failing to meet requirements outlined by the client. The review process involves all aspects of the project including but not limited to team communication, completion of tasks et cetera.				<p>Maintain discussion and communication between group members and make sure the project is on schedule to meet requirements.</p> <p>Minimisation: Make sure all team members understand requirements to be met and are able to review and confirm that each of these requirements is indeed met. Gather suggestions and expert opinion on topics that cannot be sufficiently reviewed by existing team members.</p> <p>Contingency: Any significant concerns discovered in the review process should be addressed immediately and brought to the project manager so that it can be resolved in a timely manner.</p>	
20	Legal and Regulatory	The designers use copyrighted material without proper referencing: Copyrighted material has become well regulated in recent years for online resources. Although many resources may be copied from the internet due to the fact	High	Medium	15	<p>Prevention: The lead designer will need to stress the importance of citing copyright material to the team, ensuring that all members use online resources with the correct use of references and that the right permissions</p>	Lead Designer

		<p>they are open source some online resources are not available to be copied without the proper reference or are out right illegal to be downloaded. If this is not well regulated by the design team this may cause some copyright issues and may end up legally affecting the application's development.</p>			<p>have been checked before use. Resources are to be acquired and used in a law abiding way to avoid any use of illegally obtained material.</p> <p>Minimisation: The designer and other members will all be responsible to check each other work, looking out for any material that could be subject to copyright infringement. Work should also be reviewed to assure that all references are implemented correctly.</p> <p>Contingency: Once people are aware that resources are implemented without the correct referencing standards or that material has not been referenced at all, this must be corrected immediately. The team is to find where the material was obtained from and cite all relevant information for that material; whether it be for a picture, code or a document.</p>	
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21	Legal and Regulatory	The designers use copyrighted pictures without referencing them: As many images may be copyright protected, all pictures need to be cited and referenced. Image copyright infringement will result in the use of all the pictures within the application rendered unusable. This will lead to users not being able to view some of the picture content or cause the application to be unusable unless pictures and images are replaced.	Very Low	Low	1	Prevention: Find the source and specify the details of the picture before adding the picture to the project. Alternatively create the projects own unique picture to ensure that infringement does not occur. Minimisation: NA Contingency: The issues will be addressed immediately once a picture has been found without any referencing or citing of the images location. A temporary picture will replace the current picture as a placeholder till the required copyrighted guidelines have been met and the original can be used.	Lead Artist, Lead Designers
22	Legal and Regulatory	Application is rejected by the App Store: According to the conditions in the Apple Store, there are no review requirements that will cause the software to be delayed or rejected for download. However should the end product miss or unfulfill the guidelines laid out by the apple store this will mean that users	Very Low	High	5	Prevention: Review all guidelines outlined in App store ensuring that all policies and legal requirements are met. Keep these guidelines in mind during the software development process. All standards must be identified while programming and final reviewing	Project Manager Lead Programmers

		will be unable to download the application.				<p>Minimisation: Each individual distribution agreement and policy agreement criteria will be checked against the application before the final release.</p> <p>Contingency: When software changes become necessary these requirement changes will take place as soon as possible to ensure that the product is released to the required standards. The workload revolving around the changes will be taken upon by everyone and in this way the workload will be evenly distributed. Each members work will need to be checked against the requirements and criteria before re-submission.</p>	
23	Economic/ Financial/ Market	Application is simply a duplication of already marketed software: Similar companies and products in the market will have already created similar existing programs. This will lead to a decline in the visibility and influence of our software. Users will choose higher-profile products, which will lead to a	Medium	Medium	2	<p>Prevention: Understand the needs of users in the market and learn what the advantages and disadvantages of similar software are. Conduct analysis through user surveys. Add different nice-to-have features to ensure that users can experience the latest and</p>	Project Manager Client Liaison

		loss of customers due to lack of influence.				<p>most distinctive products. Consolidate the softwares market position by expanding the capabilities and influence of software and so enhance the value of the product.</p> <p>Minimisation: The software development team can make improvements through user surveys and user feedback, making products more attractive to users. This will reduce the stress of possibly creating an already existing application. In addition, it is possible to develop and perfect existing functions by investigating what has already been made available in other software, so that users can choose The My Wellbeing Kit application rather than using other software.</p> <p>Contingency: Stabilize the position of the product in the market and at the same time think about how to improve the product. Win the competition by outcompeting different competitors.</p>	
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24	Political	Government discourages the use of the application locally: The application could have the potential to be misused and prevent people with mental health issues seeking professional help.	Very Low	Medium	6	<p>Prevention: Aim to develop an application that does not try to provide mental health help but rather focuses on general wellbeing. Refrain from using specific mental health related vocabulary.</p> <p>Minimisation: Actively seek feedback from client throughout the development process and make team members aware of vocabulary to avoid.</p> <p>Contingency: No contingency strategy is needed as this can only occur after release to the public and therefore the end of the project.</p>	Project Team
25	Organisational/ Management/ Human	The project team member was not unified in their agreement for the end product: The project have seven team members, different people have different experiences and perspective. This will inevitably lead to differing opinions. Different opinion's could be a benefit for the project team and could lead to better improvement for the project. However sometime this could	Very High	Low	10	<p>Prevention: Elect a team member who has strong interpersonal skills, such as the project manager, so that team management is well regulated. The lead designer will have final say for all design aspects of the project while the client liaison will be the preferred communicator for discussing ideas with the client. This also means that the client liaison</p>	Project Team

		have some negative ramifications for the project. When people discuss ideas with each others, it is hard to unify all opinions, because of this a team needs a leader to make the final decisions for the project team.				<p>will give a clear description of the client demands for the project. The leader of each section should make the final decision for their respective fields.</p> <p>Minimisation: Discuss the tasks together in team meeting frequently rather than on social media software. Share differing opinions with the team member and give a reasonable explanation for individuals ideas.</p> <p>Contingency: The leader in each different section of the project will need to consider different ideas and make the final decision. They will also send emails to ask the project coordinator for relevant questions or ask the client liaison to confirm with the client about certain issues.</p>	
26	Economic/ Financial/ Market	After development of the mobile application, there are too few people to use it (application is not well advertised): The application may not be well accepted by the community due to the fact that	Medium	Very Low	3	<p>Prevention: The team members will create meetings with the client asking them to provide a more accessible advertisement campaign for the project. This could take the form of simple drawing attention to it the</p>	Client Liaison

		it does not make for an easy to advertise product. This will lead to not enough people using the product which will cause the problem to concatenate.				<p>applications existence on the Councils website. Also the client can ask the people who live in the Clarendence City area to test the application.</p> <p>Minimisation: Advertise as soon as possible. This could include posters detailing the aim's of the My Wellbeing Kit posted around the universities, the council's website or within the city.</p> <p>Contingency: Create a user test for the application to better define what it is that users do not like about the application. Organise an emergency meeting with client to discuss how to improve the usage rate</p>	
27	Organisational/ Management/ Human	<p>Team members don't do their work or don't finish their work ontime and fail to communicate this with the rest of the group or the project manager:</p> <p>An individual of the team does not complete their assigned job within the time frame allotted to them by the the project manager. Along with this the team member participated within the team meetings and still failed to communicate their</p>	Low	High	8	<p>Prevention: The division of labor should be done so that all team members understand what they are required to accomplish and within what timeframe.Tasks should be given to the team member based upon their competency levels. After the team meeting the project manager or a specific project leader needs to ensure that each member</p>	Project Manager

		issue, alluding to the fact that everything they were working on was going fine.				<p>understands how to they will accomplish their given task. This means that team members must always have contact to other members of the team. If a team member need someone's support they need to speak out.</p> <p>Minimisation: The project manager needs to check the members work to make sure everyone is doing their work well and that they will finish on time.</p> <p>Contingency: The project manager will address the individual who has fallen behind during the next meeting. Here the team member will be asked to complete the work within the given time. If the member does nothing to correct the problem the team must take note of the issue, raise the problem at the next project meeting and report this to the project coordinator.</p>	
28	Technical/ Operational/ Infrastructure	The final design of the application does not meet the required levels of professionalism which results	Low	Low	4	<p>Prevention: The team should select a suitable person to lead the design phase of the project.</p>	Lead Designers

		<p>in an application that looks to be unfinished: The creative directors ideas for the look and layout of the project may not provide enough of a structure from which to base the interface of the application. This may lead to a lack of customer engagement due to the fact that the end product looks unfinished or unpolished.</p>				<p>This lead designer should be acquainted with photoshop and other useful design software. Other team members ideas should also be incorporated. Minimisation: Ask the other group members for help to re-design the interface together. Contingency: Create a meeting and ask coordinator and client to extend the due day. Discuss solution's with the client and the project team. The team should try their best to provide a professional looking redesign of the interface in the shortest amount of time possible</p>	
29	Organisational/ Management/ Human	<p>Some of the team member would like to incorporate within the application functionality that is not deemed desirable: Team members will inevitably have different creative ideas for the project. This could mean that they would like to create greater functionality or design elements for the application by themselves. However, these</p>	Very Low	Medium	3	<p>Prevention: Ensure that all team members understand that it is forbidden to pursue an individual's own personal endeavours for the application without discussing it with the team and/or the client. If a new creative idea wishes to be implemented within the application it must progress through the</p>	Project Manager

		functions may not be permitted by the client.				necessary developmental steps. Minimisation: The client liaison should discuss this problem with the client and find a solution that works best for both parties. Contingency: Stop the individuals work immediately and wait for a solution from client liaison. If the individuals idea and the work produced so far is approved by the client, work may continue, however if it is deemed unnecessary further development must be stopped.	
30	Technical/ Operational/ Infrastructure	After development of the application, security vulnerabilities may be found and exploited: Within in all applications that hold sensitive there can be found security risks. If these risks are not well documented or fixed the application may be left exposed to outside access.	Medium	Medium	9	Prevention: Ensure that the necessary steps are take to identify and document the security issues within the application. Creating an application that has no outside communication with servers or databases means that outside data collection is much more difficult. An attacks must then occur from a physical interaction with the device itself. Minimisation:	Lead Programmers

						<p>Password protect the individuals sensitive data. During development as users to attempt to break through the already inplace security measures.</p> <p>Contingency: Ask the programmer leader if they can resolve any problem that arises. If they can solve this problem, calculate the time they will need.</p>	
31	Technical/ Operational/ Infrastructure	<p>Scope 'creep'</p> <p>As the customer and the team attempt to develop and produce an application which is of a high level of professionalism and that is deemed popular by the community. They may wish to incorporate features that are unnecessary to the core functionality of the project. This may be done to better meet the expectations of the user. However, this practice will cause the project to increase in scope, causing the project to deviate from its original goal. This may also lead to the project not be completed within the given timeframe.</p>	Low	Medium	6	<p>Prevention: Let the customer confirm the project scope. All design must follow the scope. Any adjustments to the functionality must pass a team and client review. Only essential functionality will be added.</p> <p>Minimisation: Create a reasonable scope, and put functionality that is unnecessary within the “nice to have” stage of the project.</p> <p>Contingency: Suspend the development process, hold a meeting with the customer and clarify the project scope.</p>	Project Team

32	Technical/ Operational/ Infrastructure	<p>Development environment is not in place.</p> <p>This risk may arise because no one in the project development team owns any IOS device. The programming work for the IOS platform will have to be coded on the universities Macintosh computers within the school labs. Unfortunately these are often occupied by tutorials.</p> <p>Since this project must provide both Android and IOS versions, if the team does not have enough time to work on the IOS part, it will affect the end vision of the project.</p>	Low	High	6	<p>Prevention: Try to borrow or rent some Mac devices.</p> <p>Minimisation: Use the after hour time to complete the programming work in the school lab.</p> <p>Contingency: Develop IOS platform with a simulated IOS environment (virtualbox)</p>	Lead Programmers
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