Personnel risks

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| Risk Event | Risk Level | Prevention Methods | Alternative Procedure |
| People abandon project or become ill. | Medium | Discuss with team the repercussions of abandoning the project and the correct way to alert the team to any illnesses or sudden absences. | Delegate work to other members of the team. |
| Unable to meet deadlines. | Medium | Make and keep to the project schedule. | Enquire about extensions for the particular deadline. |
| Lack of knowledge on necessary topics. | Low | Do more research on topic. | Utilize team members correctly. |
| Human Error. | High | Team members proof-read each other’s work. | Test all work to stamp out mistakes. |
| Implementation does not work as expected by client. | Low | Keep to the specification. | Change the project as necessary. |
| Requirement change. | Low | Keep in regular contact with the client, to be prepared for changes. | Change work to fit the new requirements. |
| Shortage of personnel on particular tasks. | Medium | Ensure team availability. | Assign more members to a tasks possibly postponing others until the urgent task is complete. |
| Disagreement between team members or lack of collaboration. | Medium | Ensure the team members know how the implementation of the project will be carried out and with what tools, this removes the need for disagreements. | Discuss with management the best course of disciplinary action. |
| Failure in commitment. | Medium | Ensure the team understands there are repercussions for failing to commit to the project. | Disciplinary action. |
| Failure in management. | Low | Discuss with the group leader about worries over their management style and how they may be improved. | Disciplinary action. If such failure continues, suggest a change in leadership. |

Documentation Risks

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| Risk Event | Risk Level | Prevention Method | Alternative procedure |
| Documentation late or of poor quality. | Low | Team members to proof-read each other’s work to ensure high quality in all documentation. | Re-submit any documentation that is not to the specifications standard. |
| Lack of analysis. | Low | Plan all steps of the project in detail allowing large spaces of time to be dedicated to analysis. | Arrange a group meeting specifically for analysis and design so we may step back and look at the specification again. |
| Unrealistic schedule. | High | Make the schedule as a team so we all agree on the time slots and how long tasks will take. | Meet as a team to re-design the schedule to a more realistic standard. |
| Poor definition of requirements. | Medium | Remain in regular contact with the client to get a better understanding on what the client is asking for. | Gain constant feedback on work from the client so any changes necessary can be carried out as soon as possible. |

Code Risks

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| Risk event | Risk level | Prevention method | Alternative procedure |
| Repository failure. | Low | Back up all work to private machines. | Continue work from a backed up copy. |
| Parts of implementation missing or incomplete. | Medium | Team members should proof-read each other’s code before submission. | Complete or re-create code and the re-submit. |
| Lack of testing. | High | Create a testing schedule that the whole team is happy with to ensure enough testing. | Create and complete more tests. |
| Hardware does not work well. | Medium | Ensure hardware meets specified requirements before use. | Use university facilities in place of lesser machines. |

Legend:

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| Risk Level | Colour | Meaning |
| Low |  | This is unlikely to be an issue or will be minimal interruption to project events and tasks. |
| Medium |  | Possibility of occurring and may cause significant interruption of project tasks. |
| High |  | Likely to occur and should be the main risks focussed on by the group to prevent. |