# **Risk Management:**

Any potential risks identified below will be reviewed at the next Sprint cycle or before, if necessary.

## **A team-member leaving**

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| **Risk Identifcation** |
| A team-member leaving with immediate effect for an unknown reason |
| **Risk Matrix** |
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| **Risk Mitigation** |
| Maintain a healthy working environment and keep in close contact at all times |
| **Contingent Action** |
| Contact Dr. Kingsley Sage (khs20@sussex.ac.uk), a tutor or a T.A. immediately |

## **Falling behind on work**

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| **Risk Identifcation** |
| A team-member not meeting the deadline in this Sprint cycle |
| **Risk Matrix** |
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| **Risk Mitigation** |
| Ensure workloads are not too intense and assess regularly how each team-member is coping |
| **Contingent Action** |
| Assign more labour to complete the task or delay task until the next sprint cycle |

## **A Change in Requirements**

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| **Risk Identifcation** |
| The client announces a change in the user requirements |
| **Risk Matrix** |
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| **Risk Mitigation** |
| Keep in contact with the client and regularly check Canvas for any updates or announcements that may change the way the Software should behave |
| **Contingent Action** |
| Assess how the changes in the user requirements will affect our current development process and act accordingly |

## **Coronavirus**

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| **Risk Identifcation** |
| The Coronavirus having an affect on the progression of our software development |
| **Risk Matrix** |
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| **Risk Mitigation** |
| Keep up-to-date with all the information and guidelines about Coronavirus |
| **Contingent Action** |
| Create multiple back-up repositories and a medium for transferring files, or transition to a source control management software such as GitHub |

## **Obscure Objectives**

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| **Risk Identifcation** |
| Any team-member who is unsure of what their Sprint contribution should be |
| **Risk Matrix** |
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| **Risk Mitigation** |
| Create a Discord server to keep track of progress and to pin Sprint objectives for each team-member |
| **Contingent Action** |
| Team Leader to communicate directly and clearly to the team-member in question |