# **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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| **Review/Changes** |
| N/A |
| **Risk Identifcation** |
| A team-member leaving with immediate effect for an unknown reason |
| **Risk Matrix** |
|  |
| **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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| **Review/Changes** |
| With the uncertainty existing around how Coronavirus will affect our studies and with the possibility of University temporarily closing, we have decided to increase both the probability and impact by one level since the last Sprint cycle, respectively. |
| **Risk Identifcation** |
| A team-member not meeting the deadline in this Sprint cycle |
| **Risk Matrix** |
|  |
| **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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| **Review/Changes** |
| N/A |
| **Risk Identifcation** |
| The client announces a change in the user requirements |
| **Risk Matrix** |
|  |
| **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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| **Review/Changes** |
| With many local confirmed cases of Coronavirus and the potential closure of University, we have increased the probability since the last Sprint cycle. In addition, we have created a GitHub repository for our project. |
| **Risk Identifcation** |
| The Coronavirus having an affect on the progression of our software development |
| **Risk Matrix** |
|  |
| **Risk Mitigation** |
| Keep up-to-date with all the information and guidelines about Coronavirus |
| **Contingent Action** |
| All future work through GitHub |

## **Obscure Objectives**

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| **Review/Changes** |
| N/A |
| **Risk Identifcation** |
| Any team-member who is unsure of what their Sprint contribution should be |
| **Risk Matrix** |
|  |
| **Risk Mitigation** |
| Maintain clear communication through Discord |
| **Contingent Action** |
| Team Leader to communicate directly and clearly to the team-member in question |