# **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** |
| Three team-members have had to travel back to China since the last Sprint cycle due to the closure of University and the ever-increasing risk of Coronavirus. In addition to the project deadline nearing, we have increased the impact by one-level as we believe missing deadlines at this critical stage will leave us with little time to rectify |
| **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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| **Review/Changes** |
| N/A |
| **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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| **Review/Changes** |
| Since the last Sprint cycle, the threat of Coronavirus has increased further and caused three team-members to travel back to China and stay in quarantine. This has raised difficulties with communication, as the messenging services that we were originally using are no longer viable due to them being blocked in China. As a result, we have increased the impact to the maximum level. |
| **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.  Fortunately, there are many digitial tools that we can use to help mitigate and circumvent the problem. We will continue communication between E-mail and Skype for the group, and Discord for members who remain living in the UK. |
| **Contingent Action** |
| All future work through GitHub  All future communication through either E-mail, Skype or Discord |

## **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** |
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| **Risk Mitigation** |
| Maintain clear communication through E-mail, Skype and Discord |
| **Contingent Action** |
| Team Leader to communicate directly and clearly to the team-member in question |