

# Risk Assessment

Group 14

## Tecch Titans:

Bradley Mitchell

Daniz Hajizada

Ellie Gent

Joel Crann

Keela Ta

Leo Crawford

Lukas Angelidis

## **Risk Assessment**

### **Description:**

The risk management process taken by our team followed the steps: identification, analysis, monitoring and documentation.

*Identification:* Starting with risk identification, we created a list of risks that we potentially would come across during the project, using both the lectures and our own ideas and research to create this.

*Analysis:* After the risks had been identified, we assessed them in terms of their likelihood and severity, on a scale of low/moderate/high. We also split the risks into three identifying types: project, product, and business. We also came up with mitigation strategies to ensure that if we came across any of the potential risks we had identified that we would be able to minimise their impact.

*Monitoring:* Throughout the duration of the project, we monitored the risks to ensure that the mitigation measures we had thought up were both implemented and effective (and to adjust the mitigation plans if necessary), and to see if we needed to document any new risks that had not been initially thought of. Therefore, we clearly and regularly communicated with the other members of the team.

*Documentation:* Our risk register is formatted into a table, as seen in the lecture, that documents the relevant parts of the risk assessment process. Each risk is given a unique ID, a description explaining it and a type (as mentioned in the analysis process). The likelihood and severity are also documented (L - low, M - moderate, H - high) and colour coded for ease of understanding.

### **Justification:**

The reason we've chosen to follow this structure of risk management is because we've realised that there are a number of possible uncertainties and complexities that could critically impact the effectiveness of our objectives and working together as a team. By systematically identifying and analysing risks the way we have, it has led to more informed decision making and a more swift allocation of resources between group members to properly mitigate potential disruptions to our project.

Following the tabular format for the risk register had allowed us to organise and document identified risks in an easy and accessible way. This framework consists of recording risk type, risk details, the likelihood, the severity and the mitigation of each risk. The use of colour-coded indicators for likelihood and severity enhanced the visual clarity and let us quickly identify high-priority risks which require immediate attention, so that we could keep up with our process while minimising issues along the way, increasing the overall quality of the project.

ID	Type	Description	Likelihood	Severity	Mitigation	Owner
R1	Project	Team member being sick/temporarily unable to contribute	H	M	<p>Multiple team members work on each section of the project, therefore if someone is unable to work for some amount of time the others can take on their workload.</p> <p>28/2/24: Daniz was absent. 6/3/24: Leo and Keela were absent. Leo was able to complete the work required for the requirements document remotely, and Daniz and Keela's work was taken on by the other team members working on their sections and then caught up with later (Ellie and Leo on requirements, Joel and Bradley on architecture respectively)</p>	All
R2	Project	Poor communication between team members	M	H	<p>Frequent meetings and online check-ins to ensure everyone is on the same page and to clear up any confusion</p> <p>21/2/24: Discord server (equipped with delegated channels and assigned roles to streamline communication and facilitate efficient</p>	All

					task coordination and reviewing) was made in week 2 and is used daily	
R3	Project	Quality assurance may extend time needed	M	M	Create a Gantt chart for a rough idea of how long each deliverable should take to complete, and update if/when necessary	Lukas, Leo
R4	Product	Difficult to use libraries	M	L	Implementation team can research libraries in advance to ensure that the assets eventually used in the project are well documented and easy to implement	Joel, Bradley, Lukas, Daniz
R5	Product	Customer acceptance	M	M	Ensuring to use and continue to reflect on customer requirements	Joel, Bradley, Lukas, Leo, Daniz, Ellie
R6	Product	Code deprecation	L	M	Implementation team can use libraries documentation and keep an eye on the latest updates	Joel, Bradley, Lukas, Daniz
R7	Business	Technical obsolescence	L	H	Researching and testing different libraries, frameworks and other resources to make sure best suited for desired product is used	Joel, Bradley, Lukas, Daniz
R8	Project	Project schedule may go over the allocated time	L	H	Keep up to date with the planning and stick only to the requirements from the client to ensure that the project is complete in time	All - Lukas, Leo (planning)

					<p>21/2/24: Lukas and Leo amended Gantt chart as customer meeting was arranged for a later date than initially planned for.</p> <p>13/3/24: Implementation took longer than expected so final game development was pushed back - Daniz joined as an extra to the initial implementation team of Lukas, Bradley, and Joel to ensure completion in time.</p>	
R9	Product	Inadequately defined requirements	M	M	<p>Prepare meeting questions in advance and clarify with the client if anything is unclear. Write up requirements directly from the client transcript meeting and keep up communication between the requirements and implementation team</p>	Ellie, Daniz, Leo