Risk Analysis

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# Risk Factors Including Prevention And Contingency

## Duplications

#### Risk:

Files and work is duplicated, in doing so time on the parties that have duplicated work have wasted time, this could also cause corruption within any project or document files. This can have adverse effects of not only wasting each other’s time, but wasting more time to fix the issue.

#### Prevention:

Communicate effectively and be sure on what tasks are set for each individual, if anybody is unsure they must communicate with the team to get any corrections. This can also be listed within the minutes of any meeting that takes place and also any game design documents that are created.

#### Contingency:

Have all files uploaded to a source control program ie GitHub, This will not physically stop duplications but the software will either try to safely merge the documents or project or in the worst case files can be reverted back to a previous state.

## Corruption

#### Risk:

Files that have been duplicated, worked on by multiple users, or used within different software versions of each other create the risk of corrupted files, also having files stored within a hard disk when hardware fails can cause corruption. This can create huge backlog of tasks to catch up to where the team was before the corruption.

#### Prevention:

Upload all files to GitHub. Make sure files are not purely located in a single location ie create backups on another hard disk or a cloud network.

#### Contingency:

Have a master backup of all projects once a week, if all else fails the team will have at least a solid backup that is only a week old. Rather than loosing every piece of work.

## Attendance

#### Risk:

Team members that do not attend private team meetings, Meetings with tutors can risk the development of team, while also risking not being able to get their questions or thoughts across. Teams that work in person together and attend meetings will have a better understanding of the project and where they stand with their tasks.

#### Prevention:

Communication is key, If a team member is to be absent they will need to get as much notice as they possibly can, obviously some circumstances cannot be avoided. If a team member is to be absent they are to read up on all minutes and if unclear on any information or tasks they are to communicate VIA email.

#### Contingency:

If all else fails the minutes will be uploaded onto GitHub, If a team member repeatedly is absent, the other team members are to bring this up into the fortnightly meetings with the tutors.

## Submissions

### No Submissions

#### Risk:

It is important that each team member submits their tasks/work on time and actually submits. Each other team member is relying on their work to complete the project. This can cause huge delays to each part of the weekly sprints.

#### Prevention:

All tasks will be set on a Wednesday meeting, and all tasks are due to be completed before the next Wednesday meeting. If a team member is having difficulty for any reason they are to communicate via email as soon as possible to allow for the other team members to help if they can or change the associated tasks.

#### Contingency:

Try to set tasks that are not relying on each other, if a task is a important to another task, only set that task to team members that are responsible with their deadlines and good with communication.

### Late Submissions

#### Risk:

Late submissions of tasks can slow a whole project down, as above it is important if a submission is going to be late that the team member communicates with the rest of the team so they are aware and can help in any way possible.

#### Prevention:

Make sure each team member is aware of the deadlines and each team member is to keep constant communication up. While also using the task management software, In this case “Trello” so each team member can track each other’s task. If nearing the deadline a team member has not completed a single task, emails are to be sent out asking if there are any issues.

#### Contingency:

If work continuously gets submitted late, politely speak to the team member and explain how this is affecting the rest of the team and the project. If that does not resolve the issue the team will start reducing the amount and importance of the work given to said team member and to contact the tutors. This also can be avoided by communication VIA email.

## Scheduling

#### Risk:

The risks involved with scheduling tasks for a group of team members are many. Some risks include setting to many tasks or too little, or setting tasks that are too difficult for the specific team members skill set. This can hold the project up and also cause issues within the project ie bugs and faults within the project.

#### Prevention:

Make sure each team member has completed a skills audit and make sure each team member has communicated their strengths and weaknesses and try to allocate tasks according to that.

#### Contingency:

If a team member is struggling with a set of tasks, see if any other team members feel they can do that task and transfer to them. Then in the next team meeting speak to the effected team members and ask on their opinion on what they feel they can do or what has been going wrong.

## Communication

#### Risk:

Lack of communication can cause a whole host of issues within a team, it can cause incorrect information to spread, errors within the project. Wasted time on incorrect tasks or incorrect pieces of work is a huge issue that needs to be avoided.

#### Prevention:

Make sure each team member knows how to communicate with the rest of the team and also make sure there is a backup. For example have email addresses for each team member as well as a phone number in case they cannot access their emails.

#### Contingency:

Each team member should meet up on the Wednesday meetings, so if there are any issues that could not be resolved by email they can be resolved here. Also contingency plans for lack of email systems can be arranged within these face to face meetings.