Risk Register

Probability is assigned according to this scale : minimal, moderate, high.
Damage is assigned according to this scale: minimal,tolerable,serious, devastating.

Risk Type	Risk	Probability	Damage	Control(s)
Requirements	Capture incorrect requirements from client interview.	High	Serious	1
Requirements	Supplied misinformation (accidentally or otherwise) by other students we interview.	High	Serious	2
Requirements	Wrong/Misunderstood requirements at bash prototype stage.	Moderate	Devastating	1,2
Organisational	Unclear, overlapping roles leading to confusion over who is assigned to what.	Moderate	Serious	3
Tools	PMS account revoke or failure	Minimal	Devastating	4
Tools	Git failure	Minimal	Serious	4
Estimation	Task estimations innacurate	High	Serious	5
People	Team member absent for extended period	Minimal	Devastating	6

Controls

Control	Description
1	Thorough preparation for the interview should be carried out, including questions, use cases and a pre agreed interview strategy. To mitigate the risk of incorrect information being taken down we will have two notetakers and two interviewers present.
2	Interview as many separate groups as possible. Do not include any requirements gathered in these interviews unless it is verified by multiple teams. If in doubt stick with the requirements we gather ourselves.
3	Continually review organisation plan document and post current tasks with members working on them to project management system.
4	All files should be backed up in multiple places wherever possible so at least a relatively recent copy is available (this is largely faciliated by git automatically). A good approach is that all documents typed or uploaded directly to the PMS should have a copy entered into Git and vice versa. If a system fails, the Toolsmith and Configuration Manager will be responsible for repairing the system or activating a contingency system. With this in place files can be restored as quickly as possible.
5	Deliberately set task deadlines a day or two ahead of them actually being needed (depending on the task size and time available) to leave room for estimation errors. Obviously we have no control over deliverable submission dates, but we should aim to have the work required completed in advance to allow for estimation error. If a task is going to run late this should be raised with the team immediately so we can attempt to push its completion however possible.
6	Each team member must document what they are working on so it can be continued by another team member in their absence. The role duties of the missing member should be distributed evenly as soon as possible. Particularly if the Project Manager becomes absent the task of scheduling meeting agendas should be assigned to one other member to keep the project coherent.