**CSC3003S Capstone Project — Stage One**

Risk [30 Marks]

|  |  |  |  |
| --- | --- | --- | --- |
| Project Abbrev & Name | **GFM: An enhanced Grammatical Framework minibar** | Client/Supervisor + email | **Zola Mahlaza,** [**zola.mahlaza@uct.ac.za**](mailto:zola.mahlaza@uct.ac.za) |
| Date | **04 August 2023** | Tutor + email | **Hamza Amir, amrham001@myuct.ac.za** |
| Team Members | **KPPDEA001, Dean Kopping, kppdea001@myuct.ac.za** | | |
|  | **FRNMOD001, Modjadji Francis, frnmod001@myuct.ac.za** | | |
|  | **TSHCAS005, Cassandra Tshabalala, tshcas005@myuct.ac.za** | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Condition [1]** | **Consequence [1]** | **Cat** | **Prob [½]** | **Impact [½]** | **Mitigation [1]** | **Monitoring [1]** | **Management [1]** |
| A team member falls ill | The team member is unable to complete their given tasks and progress is slowed. | Schedule | High | High | Members to be health conscious | Team members are encouraged to be conscious of how they’re feeling | Members to be aware of each other’s work and to have shared access to project documents/files. Team members to be transparent about health/feelings for easy redistribution of work if necessary |
| Scope creep due to poor understanding of the project scope and overall purpose | Will affect the project schedule and may compromise the completion of project milestones | Scope | Medium | High | Ensure that all team members have a clear and well-defined understanding of the scope before each stage of the project. | Have continuous meetings with the team and stakeholders throughout the duration of the project to ensure that the team remains in line with the scope. | Assess completed work to ensure that it complies with the scope. Clarify the scope for each iteration to maintain a holistic understanding. |
| Failure to complete a complex task on schedule | Not meeting deadlines for deliverables and the complex task is on the critical path | Schedule | Medium | High | Ensure that each team member is completing each of their roles consistently.  Thorough estimation of how long each task will take and scheduling tasks with time estimations in mind. | Regular progress reports from team members. Anticipating possible complexities beforehand and planning to respond to/resolve these. | Communicate the oversight to stakeholders and dedicate extra time to get back on schedule.  Break down the task into smaller subtasks for easier management. Finding alternative approaches to implementing tasks. |
| Unforeseen code malfunction | Delay in progress and could result in failed demonstrations to the client | Schedule  Product | Low | High | Avoid making last minute changes to the product and have multiple copies/backups of working code. When team members make changes to the code, they are to update the rest of the team. | Using a version control tool such as Git | Present the last working code to the client and explain possible points of error |
| Loadshedding. Especially with regards to completing work remotely. | Unable to access shared documents to complete task deliverables and as such delays project progress | Resource  Schedule | Medium | Medium | Plan to work on the project in accordance with the load shedding schedule | Ensure that team is aware of different load scheduling times. | Communicate issue as soon as online again. If task is too big to complete in time left for project task, split the work amongst the members. |
| Conflict within the team reducing the ability of the team members working together | Hostile working environment due to conflict, misunderstandings or tension leading to poor group work negatively impacting the quality of the produced outcomes and the rest of the specified project goals | Project Team | Low | High | Nurture a calm and respectful team culture and environment which allows team members to express themselves and be heard and adopt constructive means of resolving conflict and disagreements | Team members are encouraged to voice out any opinions, especially conflicting views in time and before such feelings fester. Employ constructive criticism and encourage good communication | In the case of conflict, inform the project supervisor and keep them updated on the nature of the team dynamic |