

Risks	Category	Probability	Impact (0-10)	Risk Factor (Probability x Impact)	Mitigation
Software process documentation unavailable	Process issue risk	80%	5	4	<p>Establish a well-documented software process before the commencement of the project such that there will still be enough time for all SE team members to train and familiarize themselves on the whole process.</p> <p>The software process should be agreed upon and signed by all SE team members.</p>
Non tech-savvy staff	Customer-related risk	80%	4	3.2	<p>Provide training sessions for all prospected users before the commencement of the implementation of the project.</p>
Delayed/incomplete provision of requirements from the client	Customer-related risk	75%	6	4.5	<p>Utilize a project management tool with a calendar that can be viewed by the client management team so they are aware of the completion or the delay on various stages of the software development process.</p> <p>Establish a good working relationship with the client management team so it will be easy to follow up on delays with the requirements.</p>
Design changes during development	Customer-related risk	70%	5	3.5	<p>Set-up the software architecture such that it will be easy to implement changes without affecting much of what is already done.</p>
Design changes after development	Customer-related risk	70%	5	3.5	<p>Set-up the software architecture such that it will be easy to implement changes without affecting much of what is already done.</p> <p>Reserve a sufficient amount of time on the software development schedule for possible revisions and changes on the software.</p>
Need for staff who are not working for the whole project time frame	Staff risk	60%	6	3.6	<p>Have a list of competitive programmers ready who can be commissioned to work on a short notice.</p> <p>Train staff on other programming languages and software development aspects.</p>
Software delivery deadline unattainable	Business impact risk	40%	7	2.8	<p>Conduct meetings with the client and present the shortest timeline we can offer as well as the most ideal timeline. The timelines should explain why rushing the software would be counter-productive.</p> <p>Have the client sign a contract indicating the start of the development of the software and the deadline agreed upon.</p>
Backlog on initial steps of software development	Development environment risk	40%	6	2.4	<p>Utilize a project management tool to track all actions and decisions that will be made for the development of the software.</p> <p>Establish a well-documented software process before the commencement of a project such that there will still be enough time for all SE team members to train and familiarize themselves on the whole process.</p>
Performance risk due to large number of users	Product size risk	30%	7	2.1	<p>Massive tuning of software architecture during development.</p> <p>Reserve ample time for testing and editing the software.</p>
Software inefficiency	Business impact risk	20%	9	1.8	<p>Massive tuning of software architecture during development.</p> <p>Reserve ample time for testing and editing the software.</p>