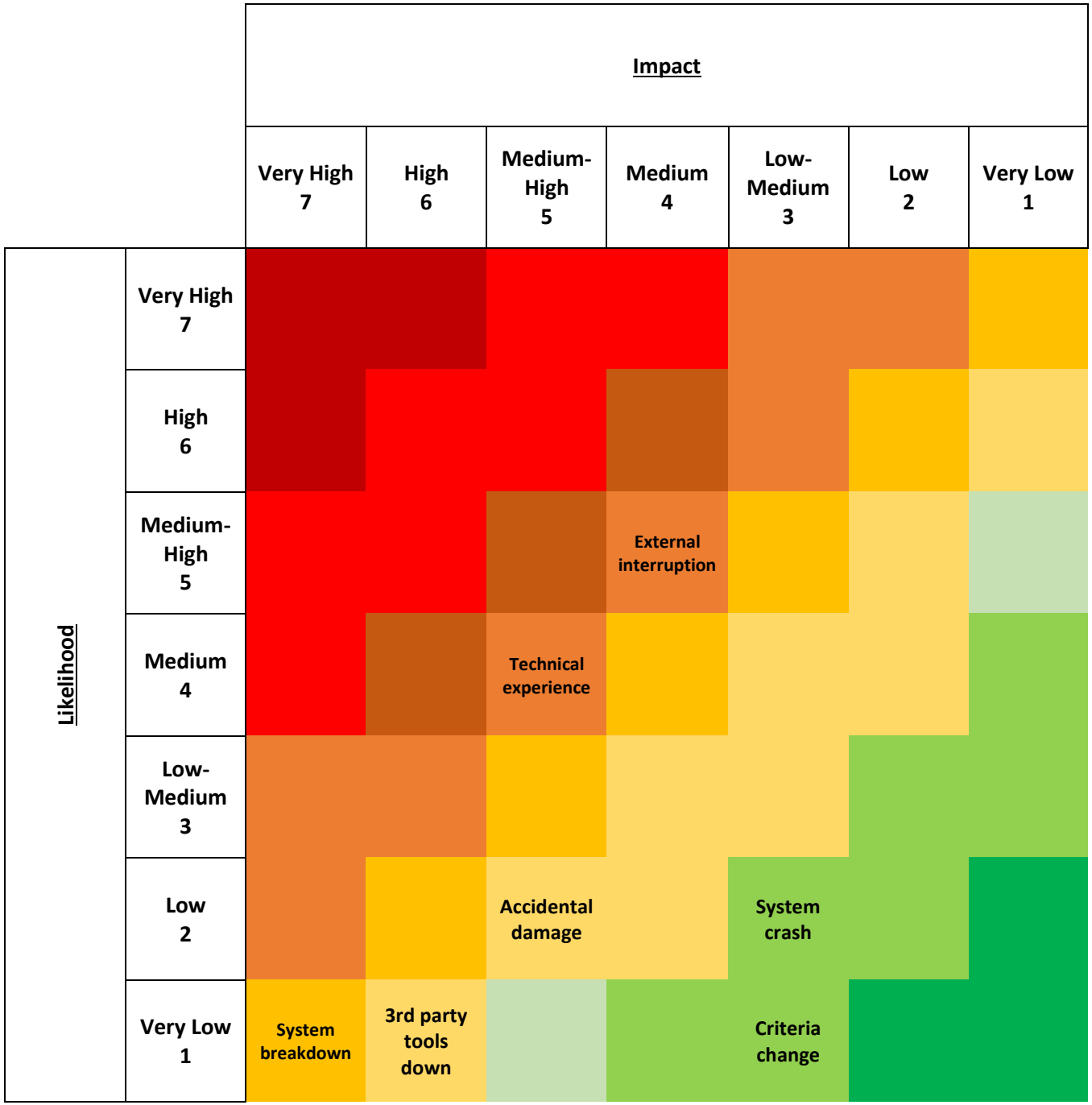
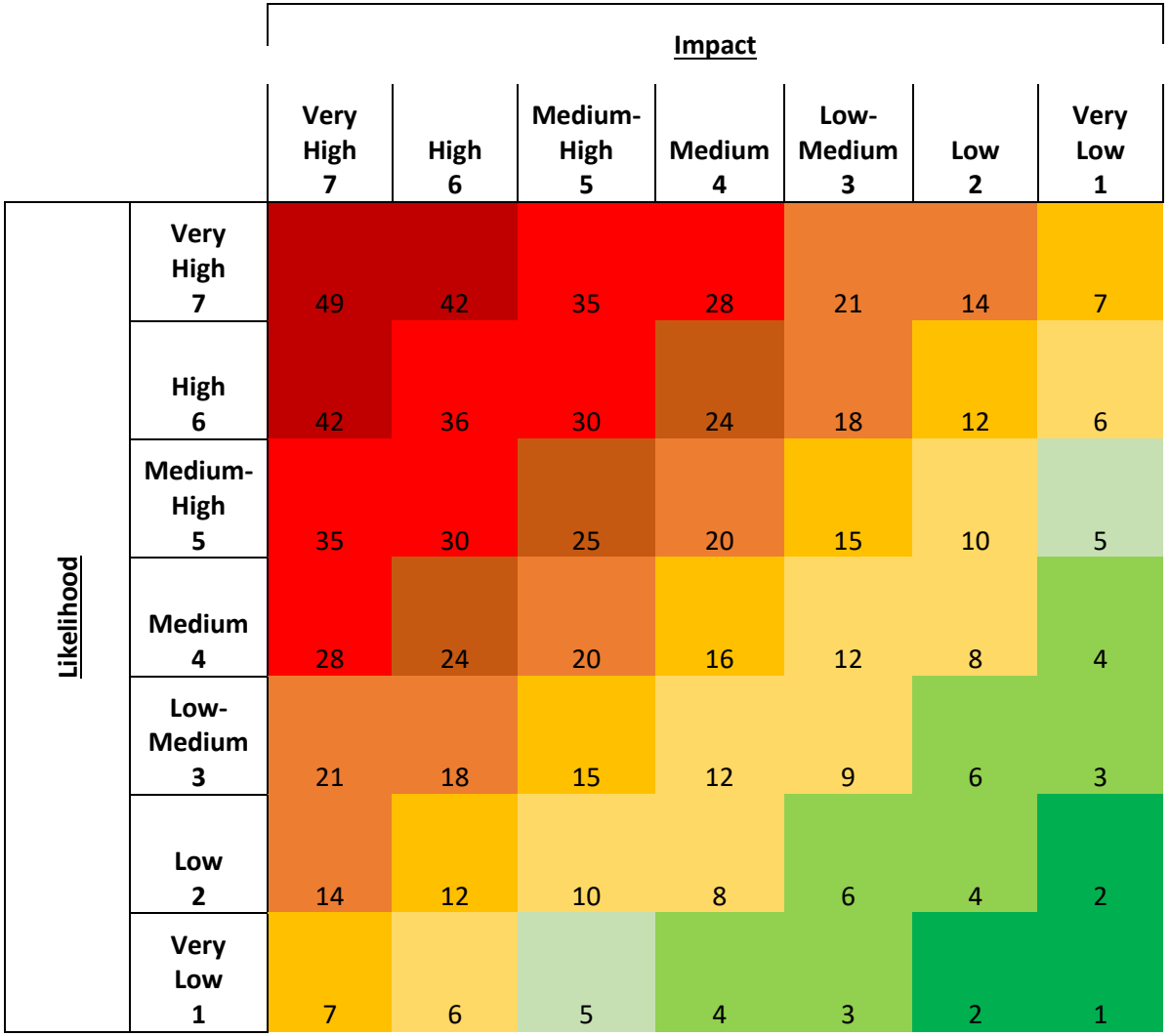
Risk description	Effect of risk occurring	Response strategy in event of risk	Likelihood	Impact	Risk Level	Control measures to reduce risk
Development system crashes.	Any unsaved progress in files open at the time of the crash will be lost. Possibility of corrupting any affected files, making them unusable.	Reboot machine, verify work-in-progress files aren't corrupted and assess the amount of lost work. Consider if remaining schedule needs adjustment to make up for any lost time.	Low	Low-Medium	**Low**	Keep number of open applications to a minimum – only those which are needed. Save work in progress regularly. If needed, keep an archive of multiple versions of files to minimise impact of possible file corruption. Keep system drivers and software updated prior to start of project and do not carry out any updates or other work in the background during development.
Development system stops working / breaks down.	All project work could be lost. If this were to happen towards end of project, it will likely result in not being able to meet project deadline.	Attempt to get system back online using experience or tech support. If successful, assess any damage to work and remaining schedule. In worst case scenario hard drive may need to be reformatted and OS reinstalled.	Very low	Very high	**Medium**	Don't install any new operating system updates during development period as may cause unexpected system problems. Ensure system is kept in a safe place, away from any external risks and shut down when not in use. If possible, back up project work externally. Short timescale for project should minimise likelihood of this occurring.
Accidental damage to development system – e.g. spilt drinks / dropped items.	Could have a range of effects from temporary disruption of focus, or loss of control of keyboard, to complete breakdown of development system.	Review damage and clean/repair appropriately using care. Review whether hardware will need to be replaced or new development system found.	Low	Medium-High	**Low-Medium**	Ensure system is kept in a safe place, away from any external risks and shut down when not in use. Clear desk policy – do not keep any possible hazards (e.g. drinks, food) near system. If possible, back up project work externally.
Third party web tools required for project go down (e.g. GitHub, Jira).	Functionality required to produce project deliverables may be lost. Work done on accounts using those tools may be lost. Could affect ability to deliver project on time with all deliverables. Likely to result in extra effort/hours required.	Communicate problem with project client immediately. Look for any notice issued by website/web app developers and attempt to problem-solve with the developers. Attempt to find alternate ways of ensuring deliverables can be produced even if lower quality output/less ideal.	Very low	High	**Low-Medium**	Largely out of individual control. Be aware and responsive to any communication/notifications from website/web app developers, project client or other project managers. If possible, back up work done using these tools locally in another format so that content isn't completely lost even if files and formatting are.

Technical issue relating to technical inexperience – e.g. can't overcome a coding syntax/logic problem or code won't compile towards end of project.	Could prevent being able to produce a deliverable or missing project deadline if application is not working. Less severe issues will still potentially waste time and cause frustration.	Attempt to troubleshoot using software documentation. Attempt to find solution using online resources. Communicate with project experts to make them aware of problem and request help. Take positive attitude as an opportunity to learn.	Med	Medium-High	**Medium-High**	Refer to class material and online material throughout project development to ensure following best practice and taking correct steps in using tools. Unless responding to the effect of another risk, only use tools for the project listed in project constraints, which I have experience of using. Respond quickly and communicate with project experts as soon as possible if problems arise.
External interruptions affecting delivery of project on time, e.g. events outside of project scope – personal illness, partner being ill, family emergency, job interview.	Impact could vary greatly depending on scenario. Distraction and loss of focus on the project. Time attributed to the project could be lost. May require working extra hours / extra effort outside of normal "working hours". In worst case, could miss project deadline.	Re-evaluate project plan and time remaining – adapting plan, schedule or both accordingly. Block out additional time in evenings to work where required. Communicate with project client if impact is severe enough to risk missing project deadline.	Medium-High	Medium	**Medium-High**	Depending on scenario, may be outside of individual control. Plan schedule for work early in the project and delegate/push back other responsibilities until the end of the project, sticking to original schedule as much as possible. Ensure final deadline is clear so schedule can continually be evaluated to the correct deadline date and time. Continually review ongoing progress at start and mid-point of each day and adapt schedule as necessary. Focus on delivering Minimum Viable Product (MVP) and leave any stretch goals/additional content as an optional addition once everything else is finished (using MoSCoW planning). Have a contingency plan in back of mind in case of interruptions – e.g. catching up on time lost in evenings.
Project criteria / requirements change during development.	This would interrupt workflow and focus. It would likely mean revisiting the original project plan in an Agile fashion. Effect would be cohort-wide so individual impact should be lower than if it only affected one person.	Revisit original plan with new requirements in mind, adapting plan and project scope/direction where required – then revisit each affected stage of development to adapt work done to new requirements.	Very low	Low-Medium	**Low**	Largely out of individual control. Staying in communication with project clients, being adaptable and responding quickly to communications will help to reduce overall impact if this occurs. Having a strong and clear original plan will also make any later adaptation required easier.

Risk assessment plotted in Risk Matrix



Risk matrix template



Simple numbering system (x axis * y axis) was used to help plot a heat map across the matrix. The numbers were only used for general guidance and some areas believed to be more, or less, risky than suggested by the numbering system were subjectively altered slightly in the heat map.