RISK REGISTER - Group 8

Project : **CLEVO Budding Sharemarket Investor**
Project No: **Suggested Project 2**
As At: **17/09/2016**

No	Description	Impact	L'hood	Owner	Mitigation Strategies	Contingency Plan
1 (V)	A group member leaves the group/unit for a personal reason	H	M	Lucas Brook Vio Marcu	This risk can not be prevented from happening, instead we can discuss internally as a group and agree to give as much notice as possible where applicable, in the event that a group member has to leave the group/unit, so we can refer to our contingency plan.	Have all minutes and project progress recorded accordingly, so in the event we do receive a replacement group member, we can bring him/her up to speed efficiently in order to pick up the workload from where was left of. Since we are not in a real world scenario where we can just recruit a replacement team member, it is very likely that we won't receive a replacement team member, so we will redistribute the workload within existing group members and allocate 20% more study time towards completing the project so we complete the project close to the deadline.
2 (V)	Main source code becomes corrupted	H	L	Carlo R Beasley Lucas Brook Evan Le Clercq Vio Marcu Ocal Ogten	Have multiple versions backed up locally as well as cloud backed up. Create a recurring task to remind us to save/backup our work often to reduce the risk of having to rebuild the project.	Find the most recent backed up version, restore from backup and continue the project.
3 (L)	Learning curves lead to delays	H	L	Carlo R Beasley Lucas Brook Evan Le Clercq Vio Marcu Ocal Ogten	Use technologies the team is familiar with where possible. Dedicate sufficient time to learning new tools.	Scheduled buffer time before major deadlines in the event additional work is required.
4 (O)	Scope Risks	H	L	Carlo R Beasley Lucas Brook Evan Le Clercq Vio Marcu	To minimize the risk the deliverables, functionality and objectives need to be clearly defined before the beginning of the project. Identification of milestones and incorporating	The initial scope will be referred before any changes are made. Introduce a scope change form and communicate use to all stakeholders. Have documentation of all

				Ocal Ogten	them into a timeline. Ensure high priority is given to the current sprint until completion. Conducting regular meetings with stakeholders and project team will also reiterate the scope.	changes without any ambiguity. Research and communicate all resources and time constraints necessary for the change and assess if will take priority over the current sprint.
5 (O)	Meeting Deadlines	H	L	Carlo R Beasley Lucas Brooke Evan Le Clercq Vio Marcu Ocal Ogten	Break the project into manageable clearly defined tasks with realistic deadlines and set priorities on each task. Supporting details of each task should be attached. Ensure regular communication between team members whether informal or formal and decide which tasks should be in the sprint. Have all work being completed during the sprint accessible to see what work is being done.	Give advanced notice of missed deadline. Try to find the cause as to why the deadline hasn't been met. Communicate with team and consider including the task in the next sprint. Break task up again into smaller increments.Review the importance of task and determine if it should be put in project backlog. Set priorities for task in project backlog.
6 (L)	Low team motivation	M	L	Lucas Brook Vio Marcu	Maintain a high level of communication between all team members which includes feedback from each member on how they feel about their own work and the project overall. Allow team members to work on the tasks they are excited about and regularly rotate responsibilities to avoid the team becoming bored.	Project managers must act quickly to identify why motivation is lacking and be prepared to adjust their leadership methods and the established systems.
7(E)	Hardware Failure	M	L	Carlo R Beasley Lucas Brooke Evan Le Clercq Vio Marcu Ocal Ogten	Ensure all hardware is operating appropriately and perform any required maintenance. Ensure all work is synced with git repository or Google Drive to avoid loss of source code / documents	Notify project managers and other team members of issue and expected timeframe for resolution so alternate plans can be put in place to compensate for productivity loss.
8(E)	Insufficient Documentation	M	M	Carlo R Beasley Lucas Brooke Evan Le Clercq Vio Marcu Ocal Ogten	Maintain documentation in shared drive to ensure it is up to date. Ensure all source code is commented appropriately so easily understood by all contributors. Follow documentation and commenting standards as defined by the group to ensure understanding	Monitor documentation and update as required. Each individual to ensure they are commenting source code where appropriate and required.

Impact = Impact on the Business or project in the event the risk is realized
L'hood = Likelihood of risk being realized