**Risk Assessment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** | **Responsibility** | **Mitigating action** | **Contingent action** | **Progress on actions** |
| **Malicious Attacks** | Low | Low | High | Everyone | Using AWS should mitigate this risk | Have a backup Jenkins pipeline just in case | Looking into security measures |
| **Project purpose and need is not well-defined** | Medium | High | High | Everyone | Arrange a meeting if not already provided and ensure purpose is well defined. | Escalate to the lead project management with an assessment of the risk | Re-written with clear deliverables and submitted to Leon for approval |
| **Project design and deliverable definition is incomplete** | Low | High | High | Everyone | Define the scope in detail via designs with input from Leon | Document assumptions made and associated risks. | Design workshops scheduled |
| **Project schedule is not clearly defined or understood** | Low | Medium | Medium | Everyone | Hold meetings with the project team so we understand the plans and likelihood of missed tasks are reduced | Share the plan and go through upcoming tasks at each day meetings | Workshops scheduled |
| **Estimating and/or scheduling errors** | Medium | High | High | Everyone | Break this risk into two parts: “Cost estimating” and “Scheduling errors”. Track schedules daily | Escalate to Leon. Raise change request for change to schedule | Contingency agreed by Leon |
| **Unplanned work that must be accommodated** | Low | High | Medium | Everyone | Attend meetings and check previous projects. | Escalate to Leon with plan of action, including impact on time and quality. | Team manager attending |
| **Lack of communication, causing lack of clarity and confusion** | Medium | Medium | Medium | Everyone | Write a communication plan and communicate with each member through group chat. | Correct misunderstandings immediately. Clarify areas that are not swiftly using assistance from Leon | Communication plan in progress |
| **Pressure to reduce task durations and/or run tasks in parallel which would increase risk of errors** | Low | High | Medium | Everyone | Schedule a meeting with Leon to discuss | Escalate to Leon with assessment risk and impact of the change. | Awaiting completion of the schedule |
| **Unresolved project conflicts not escalated in a timely manner** | Low | Medium | Medium | Everyone | Hold a regular meeting with the teams and look out for the conflicts. | When aware, immediately raise to Leon to resolve the matter. | Project meetings scheduled. |
| **Added workload or time requirements because of new direction** | Low | Medium | Medium | Everyone | No ability to reduce likelihood | Consider insurance and ask Leon to get advanced notice if possible. | Leon reviewing any other options. |