Risk Assessment

SEPR Team: Berbils

Module	SEPR
Year	2019/20
Assessment	1
Team	Berbils
Members	Dylan Henley-Marshall Edward Demkowicz-Duffy Emily Wisher Samkeliso Kimbinyi Joshua Waha Peter Robinson
Deliverable	Risk1

Risk Management Plan:

Overview:

Our risk management plan consists of 3 risk registers of each type of risk we may encounter. A risk register consists of an ID, the risk, the impact, the likelihood and severity, then the mitigation process. The ID is an identifier for each individual risk and the Risk column the name - or the actual risk - that could occur. The Impact column considers what the most affected part of the product would be if the risk were to occur and notes down any other issues this would create; with the likelihood and severity then condensing this information into a number on a scale of 1-5. These columns will also be colour coded - so team members can see the most severe risks easily when we assess what may occur. The mitigation column lists out steps than can be taken to prevent or reduce the impact of the risk occurring. Each risk register will have a set of owners from the team responsible for it: We thought this would be more efficient for our team working as then when a certain aspect of the project is being worked on those developing can assess which risks may occur. We will be going into moderate detail when considering our risks - too much detail would be excessive and introduce a lot of risks that may not occur, whereas too little detail would prevent owners from fully assessing the risks.

Identification process:

For each category, we are considering risks for, team members will note down any considerations that may affect the project. We will then overview our architecture and method plan and add any additional risks that will affect the product/project. These can then be assessed and evaluated for their impact and mitigation by the team.

Review process:

As we are working in a scrum development style, each week at our scrum meeting we will consider which risks will affect the development of this particular development cycle and note them down - assigning ownership of the risk at that point in time to the team member most likely to encounter it. These team members can also then assess the likelihood and severity - as these may change with time spent on the project (for example significant data loss would increase in severity along with time). The new risks will then be noted down by the owners and reported to the coordinator so updated risk registers are available to the whole team. This process will then repeat on the next cycle; allowing us to keep in mind what may hinder us while developing our product.

Project Risks

ID	Risk	Impact	Likelihood	Severity	Mitigation
P1	Team member absence	Reduced effectiveness/ possible delays in development	4	2	Ensure team members are aware of work being delayed/assist if necessary
P2	Long term team member absence	Increased workload for other team members and delays in project	2	3	Spread workload over whole team to prevent work being missed/overloading one specific member
P3	Sickness of team members	Reduced motivation of team members	3	1	Not much can be done other than trying to ensure other team members do not contract sickness if one occurs
P4	Inter-team member issues	Conflict can reduce motivation and delay work from being completed	3	2	Coordinator to assess who works best in which team/environment and encourage members to solve issues asap
P5	Severe interpersonal issues	Substantial delays/Frustration in team working environment	1	3	Talk to the manager of project for advice.
P6	Misassignment of tasks	Duplication of work may occur/ wasted time and possible delays	2	2	Coordinator and team to track assignments on kanban board/update board regularly in sprints
P7	Service issues/internet issues	Team members cannot access resources involved in product	3	2	Ensure work is kept, at some level, locally to allow some work to be done despite outage
P8	Fire	Injury to team members/loss of data	1	4	Store data on cloud based software, follow fire safety protocols

| P9 | Missed deadlines | Catch up needed to be done by team, possible delays in the product. | 4 | 2 | Check in on sprints, coordinator to ensure no one is overworked and to check members are on task/on time |

Product (Technology) Risks

ID	Risk	Impact	Likelihood	Severity	Mitigation
T1	Data Corruption	Delays in completion and stress upon developers	3	2	Version controlled uploads at regular intervals
T2	Accidental file deletion	Recompletion of work and reworking schedule/sprint to accommodate loss	2	3	Backup all work at regular intervals
T3	Coding not to standard	May lead to future code errors and need refining,	4	1	Look over code each sprint to ensure it is correctly commented/coded etc.
T4	Loss of access to files	Work may need to recompleted/reassessed	1	3	Add all data into shared workspace so accessible by multiple team members
T5	Errors in code	Can lead to faulty product at a later product stage	4	2	Testing the code extensively at the end of each sprint
T6	Shareholder/Client requirement changes	Design will have to be reworked and reconsidered to match new requirements, possible delays and frustration in the team	3	5	Using scrum sprints effectively to manage requirements so damage is minimised as to the amount of change needed

Business Risks

ID	Risk	Impact	Likelihood	Severity	Mitigation
B1	Copyright infringement in product	Business loss of integrity and team frustration	1	3	Ensure all code is original and any research is referenced correctly
B2	Shareholder / Client pull out	End of product development	1	5	-
B3	Change in industry standards/ regulation	Certain requirements need to be altered to fit the new standard/ regulation	1	3	Ensure that all code is easy to read/edit in order to change to it to comply with new standards/ regulations.
B4	Change of target audience	Game is now potentially no longer fit for the intended audience	1	4	Create easy to alter variables, (Game length, difficulty etc) to fit with the new target audience if necessary.
B5	Cut Corners	Work becomes sloppy and essential parts may be missed or skipped	3	3	Have another group member periodically check others work to show ensure no corners have been cut.
B6	Wrong files submitted	All or parts of the assessment will be failed due to the files not being marked.	2	5	Have all members check that the correct files have been submitted and everything is in them.