

Risk Matrix

High

- Team members abandoning project
- Inability to find adequate resources (APIs) to fulfill the requirements

- Team members providing underwhelming status updates
- Conflict between team members

Medium

- Self driven project style resulting in client's being uncooperative or unknowledgable

- Poor time estimates resulting in frequently late deliverables

Low

- A suitable host for the web app cannot be found
- Conflicting team member schedules

Impact
/ Probability

Low

Medium

High

Risk Matrix - Sorted by Risk Number

no.	Rank	Risk	Desc	Category	Root Cause	Triggers	Potential Responses strategies	Monitoring Strategies	Risk Owner	Probability	Impact	Monitoring Status
1	5	Team members abandoning project	Part way through the project, key team members may leave the group by dropping out of the subject or university, leaving their role within the team unfilled. This results in needing to scale back or redistribute requirements within the group. Continuing the project without adjusting will result in members being overworked.	People Risk	People's desire/aspirations for life & required circumstances	Change to one's life goals & desires. Sudden changes within one's life	Scale the project to be comfortably manageable for 5 members, so that it is possible to still complete the project if 4 people are pushed to do so (Risk Mitigation)	N/A - We will be advised by teaching staff of a team member dropping out	Project Members + Client	Low	High	Yet to occur
2	3	Self driven project style resulting in client's being uncooperative or unknowledgable	As the project is mostly self designed and driven, the client does not have as much of a stake in the project as if the project was a tailored product to the client's needs. As a result the client may not be able to competently confirm whether the project meets their expectations	Process Risk	The nature of a 'self-designed & driven' project	The client's vision and project team's vision not aligning	Carefully articulating the final vision to the client, and asking them questions regarding what could make or break a project for them allows for each party to ascertain each other's perspectives (Risk Reduction)	During weekly standups - confirming that the understanding of requirements are both clear and shared between the two parties	Project Members + Client	Medium	Medium	Yet to occur
3	2	Team members providing underwhelming status updates	Team members within the project not providing clear information that is required for others within the project to act on can result in a lot of wasted time with constant back and forths trying to completely understand what information they are exactly acting on, or acting on information that is not complete, resulting in their task either taking longer or not being done correctly.	People Risk	Lack of interpersonal skills with one another. Lack of motivation & accountability	Creation of a new team without any prior knowledge of working or interacting with one another	Team building exercises to create interpersonal relationships between team members can build a sense of trust and dependency on one another (Risk Reduction) Building your team using team members who have a track record of working well together & have confirmed their desire for strong communication within a team (As done in the team selection survey) (Risk Avoidance / Transference)	Regular required meeting weekly meetings (stand ups) where each member is expected to denote 1. What they have achieved 2. What they are planning to work on next 3. What challenges they are facing	All Project Members	High	Medium	Yet to occur
4	8	A suitable host for the web app cannot be found	With a limited budget of \$0, finding a suitable host for the web app may be difficult, and will likely lead to road blocks. The app can and will still be developed and run locally	Technology Risk	Student budget for developing a web app	The decision to make a web app	As a student, some services (Notably Azure & Github) provide free credit to their services, which can allow us to run the web app without any out of pocket expenses to the development team (Risk Exploitation) Developing and running the app locally does not require a third party hosting service. (Risk Avoidance)	A timeframe will be given to the team member in charge of finding a suitable host, if they cannot procure a web host within the timeframe, then the risk will be considered 'Occured' Additionally, the web host should be checked regularly to ensure that service is still being provided as expected	Web Host Manager	Medium	Low	Yet to occur
5	1	Poor time estimates resulting in frequently late deliverables	Poor estimations in how long assigned tasks take will result in a mismanagement of resources where tasks have been over/under estimated. This can also result in other areas waiting for tasks to be delivered before work can commence on a task that has been assigned to another member This can result in all three constraints (time, scope and cost) to be stretched and pushed, especially time.	Structural Risk	Mismanagement in planning and research when creating and dividing project deliverables	Frequent inability to meet set deadlines	Assigning people to be 'flexible' and be able to assist other with offending tasks to ensure that an appropriate amount of resources are being utilised to complete the task (Risk Reduction)	Management of deliverables using a Kanban board, and splitting tasks to an estimate of 1hr each. If tasks take much longer than 1hr, the assigned member should raise it with the rest of the team immediately	All Project Members	High	Medium	Yet to occur
6	6	Inability to find adequate resources (APIs) to fulfill the requirements	A limited budget of \$0 creates the additional barrier of only being able to use free and public APIs. Finding APIs that can provide the required information for free can be difficult	Technology Risk	The project sponsor does not have enough money to put forward to the project	A downturn in company revenue	Diversify requirements and expectations of the system to be fulfilled by APIs that have different functionality (eg. a generic weather API vs. the NASA Mars Rover API) (Risk Reduction) Develop the initial project plan and requirements of the project around something that likely has access to free information (Risk Avoidance)	A timeframe will be given to the team member in charge of finding a suitable APIs, if they cannot procure suitable APIs within the timeframe, then the risk will be considered 'Occured' Additionally, the APIs should be checked (called) regularly to ensure that service is still being provided as expected	Resource Procurer	Low	High	Avoided
7	7	Conflicting team member schedules	Team members within the project are all completing multiple subjects at university, and as a result, all have other priorities, including other subjects, as well as work. This will likely result in conflicting schedules, preventing us from all collectively meeting regularly	People Risk	University loads and Jobs outside of Uni	Scheduling of other life requirements	This can be used as an excuse for smaller groups of the team to meet more regularly (more than once a week) and then relay information between each other. (Risk Exploitation) Requirements for work and other subjects cannot be avoided (Risk Acceptance)	Regular check ins (both stand ups & informal) with members to confirm if they are able to attend a scheduled meeting. One prescheduled meeting that everyone has agreed to attend (the tutorial + likely 1 more) will be scheduled	All Project Members	Medium	Low	Yet to occur
8	4	Conflict between team members	Team members may not get along, which can result in a poor team dynamic, affecting communication, enthusiasm, confidence and the rest of the team's ability to complete the assignment	People Risk	Lack of interpersonal skills with one another. Conflicting personalities.	Scheduling of other life requirements	Team building exercises to create interpersonal relationships between team members can build a sense of trust and dependency on one another (Risk Reduction) Project members will ultimately need to act professional, and try to remove personal grievances from the project (Risk Acceptance)	Regular required meeting weekly meetings (stand ups) where each member is expected to denote 1. What they have achieved 2. What they are planning to work on next 3. What challenges they are facing Additionally, communication channels can be opened between individual team members.	All Project Members	Medium	High	Yet to occur

Risk Matrix - Sorted by Risk Rank *(Most devastating to least)*

no.	Rank	Risk	Desc	Category	Root Cause	Triggers	Potential Responses strategies	Monitoring Strategies	Risk Owner	Probability	Impact	Monitoring Status
5	1	Poor time estimates resulting in frequently late deliverables	Poor estimations in how long assigned tasks take will result in a mismanagement of resources where tasks have been over/under estimated. This can also result in other areas waiting for tasks to be delivered before work can commence on a task that has been assigned to another member This can result in all three constraints (time, scope and cost) to be stretched and pushed, especially time.	Structural Risk	Mismangement in planning and research when creating and dividing project deliverables	Frequent inability to meet set deadlines	Assigning people to be 'flexible' and be able to assist other with offending tasks to ensure that an appropriate amount of resources are being utilised to complete the task (Risk Reduction)	Management of deliverables using a Kanban board, and splitting tasks to an estimate of 1hr each. If tasks take much longer than 1hr, the assigned member should raise it with the rest of the team immediately	All Project Members	High	Medium	Yet to occur
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