JagTrack
Risk Management Plan

Version 1.0

Revision History

Date	Version	Description	Author
13/03/2012	1	First version	Brad Bittinger

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Risk Management Plan

1. Introduction

1.1 Purpose

The purpose of this Risk Management plan is to identify project risks, and ensure that they are properly monitored and documented.

1.2 Scope

The scope of this Risk Management plan is the JagTrack software project, which is being developed to help South Alabama students better utilize the JagTran system. This document is influenced by the Risk List.

1.3 Definitions, Acronyms, and Abbreviations

1. Risk – A situation or process that may harm the efficiency of the project

2. Impact- how risk can affect project.

3. Indicator - How to monitor and detect risk when it appears.

4. Mitigation Strategy- what is currently being done about risk to reduce impact?

5. Contingency Plan- how risk will be handle if it appears

1.4 References

See Risk List.

1.5 Overview

This risk management plan recognizes the risks put forth in the Risk List artifact, then organizes the processes by which our team may monitor and minimize these risks. The Risk Summary identifies the most prominent and likely risks, and the remaining sections deal with allocating personnel and resources to help control said risks.

2. Risk Summary

Some of the most prominent and likely risks put forth in the Risk List include:

1. Group communication lacks as semester gets busier.
2. The Android hardware used for testing may fail at critical times during the project.
3. The staff may not be familiar with the specific tools needed to design the Android application or other system components.
4. Staff may be too busy with other school work during the design process
5. Plugins/SDK that are required for Android development may be difficult to install and configure
6. The server available for the project may not be capable of handling enough requests for reading and writing data
7. The time required to complete the project is underestimated since most of the staff involved will be learning new skills
8. Application size may be too large for a user to download

3. Risk Management Tasks

The Testing and Security Team will identify risks by monitoring the status of the project at set intervals, such as once a week or once every two weeks. While reviewing the progress the project is making, attention must be paid for signs of the Indicators for any of the above Risks as identified in the Risk List document.

We will know a risk is happening by periodically (once per iteration) reviewing the risk list. The QA, Requirements, and Testing teams will actively update the risk list to ensure that many possible risks have been considered..

The mitigation strategy and contingency for each risk is outlined in the risk list.

4. Organization and Responsibilities

It should be up to the Testing & Security team to recognize the indicators of any risk mentioned in the Risk List, should they appear. They should at once create documentation of the risk identified, and notify the Project Manager. The Project Manager will in turn decide if any of the available Contingency or Mitigation strategies should be followed, if a new one should be formulated, or if there is no need for Risk Management action. The plan chosen should also be noted in documentation of handling the risk.

5. Budget

See overall project budget.

6. Tools and Techniques

Our team must use critical thinking in the presence of a risk indication to determine:

1. If the indicator indeed implies the existence of the risk in question

2. The severity of the risk as it exists, and the possible negative impact it may have on the project

Our team will also create documentation of risks if they are found to exist and require action. This document should include:

1. The name of risk, along with possible contingency and mitigation plans

2. The date identified

3. The contingency, mitigation, or avoidance plan chosen, as well as justification for the choice.

7. Risk Items to Manage

See Risk List.