Risk Documentation – Free choice group

HomeDork – Interactive Smart House

Revision History

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Date	Version	Description	Author
10/9/2021	1.0	Initial overall risks added	A, B, C, D
06/10/2021	1.1	Added risks and contemplating the existing ones.	A, B, C, D
23/10/2021	1.2	Discussion about preventions and organize priorities	A, B, C, D, E
27/10/2021	1.3.0	Grammar revised	E
14/11/2021	1.3.1	Changes in document formatting such as versioning, tables, and titles according to group standards.	A
4/12/2021	1.4	Changes to priority of R5	A, B, C, D, E
5/1/2022	1.5	Final revision and addition of R3	A, B, C, D, E

Risk List

Risk Description	Priority
R1. Member of group leaving	High
R2. System down	High
R3. Collaboration with Furuboda	High
R4. Temporary leave of member	Medium
R5. Distance coding	Medium
R6. Skills resources	Low
R7. Loss of work	Low

Risk handling plan

R1 - Member of group leaving

Preventions

Communicating and checking in with members often. If we suspect a member is losing interest, we talk to PM and see what action is most fitting.

Impacts

If a member of our group is leaving the project, we will lose 25% of the work force. This might lead to missed deadlines and more pressure on the remaining members.

Indications

Member doesn't come to meetings, doesn't communicate, or update the group on their work.

Mitigation Strategy

Primarily we get help from the other subgroups and try to divide the workload and provide the support they might need.

R2 – System down

Preventions

There should be a limit on the system jobs, so the capacity is not overrun.

Impacts

A system down means that the system is unavailable to the users, which is both a security risk and a social risk.

Indications

If the users can’t connect to the system.

Mitigation Strategy

The system should not be down for too long. No information should be lost or shared.

R3 – Collaboration with Furuboda

Preventions

We will try to keep a close contact with school. But a full prevention cannot be guaranteed. The Corona situation cannot be predicted nor prevented in any way.

Impacts

The school might tell us that we cannot come back for a visit due to the pandemic. The school might also lose interest in our project. Or they might not have the time to let us come and present our work.

Indications

They slowly start to cut contact or stop responding to emails. The school might have to delay our visits due to the pandemic, that might affect our deadlines.

Mitigation Strategy

We will try to adapt to the new restrictions and might do an online visit instead.

R4 - Temporary leave of member

Preventions

It is hard to prevent a member from becoming sick and temporarily leaving the project. The risk can be prevented by informing all members about everything and planning deadlines carefully.

Impacts

A member might still be able to communicate with the other members, but the workload will be unbalanced.

Indications

Member doesn't come to meetings, doesn't communicate, or update the group on their work.

Mitigation Strategy

If the temporary leave is long lasting, we will need to search for another member or divide and re-plan the schedule.

R5 - Distance coding

Preventions

There is no real way of preventing this risk.

Impacts

Distance coding is proven to be more difficult for junior developers, as none of us are senior developers yet, this can be a big challenge in this project. We don't have much experience in coding in general or experience with big projects and it could be harder to do from a distance. It could impact our workflow and tasks might take longer to perform.

Indications

We can't meet and must do all meetings from home.

Mitigation Strategy

We must consider that features take more time than we would initially think because discussions and development is harder over distance.

R6 - Skills resources

Preventions

Research the desired feature well beforehand. Discuss the feature with the group and share the idea to figure out the difficulty level.

Impacts

A lot of workloads could be located on a feature that might not be implemented into the system. This will take away time from other features in the system.

Indications

A member goes off schedule and puts too much effort into a specific feature without development. Other features are not being implemented in time or might be affected.

Mitigation Strategy

Loss of time cannot be recovered, and the specific feature will have to be left. Other optional features might need to be dropped to get the essential features ready by deadline.

R7 – Loss of work

Preventions

Work materials should always be backed-up. Code should be uploaded to GitHub and documents should be put into the common drive frequently.

Impacts

A big loss of work material could be devastating but a smaller document can easily be recovered.

Indications

Loss of material, either code, documents, or files.

Mitigation Strategy

Search to see if other members have saved a backup, or the material will need to be created again.