# Risk Documentation

# Free choice

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 10/9/21 | 1.0 | Initial overall risks added | Fanny, Malek, Nishat, Suzanne |
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| **Risk Description** | **Priority** |
| R1. Member of group leaving | High |
| R2. Temporary leave of member | Medium |
| R3. Loss of work | Low |
| R4. Skills resources | Medium |
| R5. System down | High |

Risk Handling Plans

### R1

### *Preventions*

Communicating and checking in with members often. If we suspect a member to lose 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 too meetings, don’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

### *Preventions*

It is hard to prevent a member from becoming sick or must temporarily leave the project. The risk can be prevented by informing all members about everything and plan 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 too meetings, don’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.

### R3

### *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.

### R4

### *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 time from other features in the system.

### *Indications*

A member goes of 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 to deadline.

### R5

### *Preventions*

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

### *Impacts*

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

### *Indications*

If the users cant connect to the system.

### *Mitigation Strategy*

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