# Risk Documentation

# Free choice

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 10/9/21 | 1.0 | Initial overall risks added | Fanny Söderlund, Malek Alabed, Nishat Jahan, Suzanne Zomer |
| 06/10/21 | 1.1 | Added risks and contemplating the existing ones. | Fanny Söderlund, Malek Alabed, Nishat Jahan, Suzanne Zomer |
| 23/10/21 | 1.2 | Discussion about preventions and organize priorities | Fanny Söderlund, Malek Alabed, Nishat Jahan, Suzanne Zomer, Ismail Eyamba |
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| **Risk Description** | **Priority** |
| R1. Member of group leaving | High |
| R2. System down | High |
| R3. Temporary leave of member | Medium |
| R4. Skills resources | Medium |
| R5. Distance coding | Medium |
| R6. Loss of work | Low |
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Risk handling plan

### R1 - Member of group leaving

### *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 – System down

### *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 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 - Temporary leave of member

### *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.

### R4 - 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 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 - 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 in big projects and it could be harder to do from 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 longer time than we would initially think because discussions and development is harder from a far.

### R6 – 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.