**Organizational Risk:**

**Internal Risk:**

* **Online group management:** As this is the first time for all the team members to do the full project online, it can be quite difficult to manage the team and even out the workload. This can be a serious issue resulting in project failure.

**Likelihood:** 80%

**Impact:** Extreme

**Monitoring Strategy:** keep track of tasks frequently, be proactive.

**Contingency plan:** We will organise frequent virtual meetings, discuss about any and all problems/delays.

* **Loss of team member(s):** As we only have a small group of 4 members, losing one or more members can have severe impact on deliverables quality and even in project success. This can happen for several reasons such as dropping this unit, Covid situation, heath issues etc. Even losing a member for a few days due to a health problem can result in a deadline miss.

**Likelihood**: 50%

**Impact**: Extreme

**Monitoring Strategy:** Keep on checking task progress frequently, notice other members as soon as anyone needs help.

**Contingency plan**: This is beyond our capacity to fix, so we can only hope that it doesn’t come to that.

* **Time management issues:** Handling multiple units and staying up to date is a difficult task, the coming weeks will be more so. This can result in projects being delayed.

**Likelihood:** 50%

**Impact:** Moderate

**Monitoring Strategy:** This can be kept track of by monitoring individual contributions on trello, and seeing if any group member is falling behind with their tasks.

**Contingency plan:** plan out all unit assessment times, ask for help as soon as needed.

* **Communication Gap:** In teamwork, good communication is the key to success.

**Likelihood:** 60%

**Impact:** High

**Monitoring strategy:** When team members state what they will be doing during stand up meetings, other team members can tell if they are on the right track with the correct understanding of the tasks they are responsible for.

**Contingency plan:** Arrange frequent team meetings.

* **Dispute Between team members:** At any point during the project, the working relation between team members can deteriorate on matters such as timeline, workload or quality of work.

**Likelihood:** 10%

**Impact:** Moderate

**Monitoring strategy:** Pay attention to how every team member is reacting to certain situations. When there seems to be something that is upsetting them, bring it up and ask them about it in a kind way.

**Contingency plan:** We will sit down as a team and try to discuss and understand one another. In doing so, we will attempt to fix the internal problems within the team. If unsuccessful, we will get a tutor involved to suggest ways to solve the problem.

* **Unfinished tasks at the end of a sprint:** This may occur as a result of wrong estimation, uneven work distribution, technical difficulties or personal reasons.

**Likelihood:** 30%

**Impact:** Moderate

**Monitoring Strategy:**  create small manageable tasks with deadlines on a daily basis and check on the progress daily.

**Contingency plan:** We will prioritize the tasks in the beginning of each sprint so that the most important tasks are done first in each sprint. Doing so, if some tasks are left, those will be less important and can be added to the next sprint without harming the project progress in a minu=imum scale.

**External Risks:**

* **Understanding requirements**: The clients and the team members have different backgrounds and so, understanding specific terminology or concepts from clients may be difficult for the team.

**Likelihood:** 70%

**Impact:** High

**Monitoring strategy:** During stand up meetings, team members will state what they will be doing, and if they have any questions they will let the team know.

**Contingency plan:** In this project, the tutor is acting as our client, which makes the process a lot easier than in real life situations. We will ask several questions to understand the requirements in detail, perfect the understanding in each sprint, create prototypes if needed.

* **Requirement changes:** This is a very common case in all projects. Clients requirements can change every now and then.

**Likelihood:** 99%

**Impact**: can be minimal-extreme depending on the type of change

**Monitoring strategy:** recheck deliverable with requirements in every sprint beginning.

**Contingency plan:** as an agile team , we are expecting changes in requirements. So in most cases we will try our best to adopt the updated requirements.

* **COVID-19 affecting team members’ mental health:** team members may lose motivation and drive during a time of uncertainty, resulting in damaged productivity and risk of undone tasks.

**Likelihood**: 15%

**Impact**: High

**Monitoring strategy:** Keep track on how project tasks are progressing, and keep track of individual contributions.

**Contingency Plan:** We will make sure every team member is okay, and if we think something is wrong, we will talk to them about it and make sure someone else is there to cover the work that should be done.

* **User acceptance:** There is always a chance that the final product won't be accepted by the user in terms of functionality, design, deadline or price. This may result in partial or total project failure.

**Likelihood:** 10%

**Impact:** Severe

**Monitoring Strategy:** Pay attention to how the client feels about the product after each sprint.

**Contingency plan:** Review acceptance criteria after each sprint. Clearly declare all accepted and rejected requirements in writings.

**Technical problems**

* **Lack of technical knowledge:** As this project is a learning module, we are supposed to learn new skills such as softwares, coding language, database and server etc. this may seem leanghty and tiring and in cases impossible to achieve goal in an acceptable quality.

**Likelihood:** 75%

**Impact:** Moderate

**Monitoring Strategy:** frequent check.

**Contingency Plan:** Ask for guidance from the tutors.

* **Loss of Personal Information:** This may happen as a security attack on databases.

**Likelihood:** 10%

**Impact:** moderate

**Monitoring Strategy:** Keep an eye out for information leaks.

**Contingency Plan:** Keep the sensitive information collection to the minimum.

* **Uneven Integration:** As a result of different levels of technical knowledge and learning curve, tasks implemented by members may not be a similar outlook. This might result in the integrated software having parts that don’t match to each other seamlessly.

**Likelihood:** 50%

**Impact:** Nominal

**Monitoring Strategy:** keep checking on quality of work before each retrospective.

**Contingency Plan:** Help each other in the team to maintain the same level of work quality.

### Version Control

| Change made | Made by | Made on | Proved by |
| --- | --- | --- | --- |
| change | Person name | date | Person name |
|  |  |  |  |