**Viscira**

Project Risk Assessment

v 2.0

| # | Category | Description | Assessment | Risk Mitigation Steps |
| --- | --- | --- | --- | --- |
|  | **Budget Risk** | * Tight or aggressive budget due to limited funds | H / M / L |  |
|  | **Schedule Risk** | * Overly aggressive schedule, requiring rapid app design / dev / qa efforts, resulting in more resources and usually more contractors to hit dates | H / M / L |  |
|  | **Schedule Risk** | * Schedule Risk -- timeline extension, requiring us to keep a team on task for longer than expected | H / M / L |  |
|  | **Resource Risk** | * Use of Contractors -- lack of internal resources, thus more use of contractors (often as a direct result of the aggressive schedule) | H / M / L |  |
|  | **Resource Risk** | * Lack of Oversight -- resource constraints / risks, which can result in insufficient technical oversight from Viscira tech leads * Lack of Oversight – transition in tech lead role without transmission of knowledge of project? | H / M / L |  |
|  | **Resource Risk** | * Lack of Experience – relatively new or inexperienced team, resulting in more mistakes, rework, etc. * Learning Curve – expected learning curve for the team for any given solution | H / M / L |  |
|  | **Client Challenges** | * Demanding -- challenging, highly demanding, or flat out unreasonable client etc. | H / M / L |  |
|  | **Client Challenges** | * Lack of Availability -- lack of access to client team members or hard to reach client etc. | H / M / L |  |
|  | **Client Challenges** | * Lack of Direction -- lack of ability to make decisions in a timely manner from client etc. | H / M / L |  |
|  | **Delivery Risk / Process** | * Not following our basic process. No wireframes? No content lock? VRC Meeting? Usability testing? Etc. | H / M / L |  |
|  | **Delivery Risk / Lack of AM & PM Documentation** | * Not following up with timely documentation of assumptions, decisions, changes in scope, etc. * Weekly status reports? Contact reports? * Email follow up? Something, anything in writing? | H / M / L |  |
|  | **Delivery Risk / Lack of Planning** | * No Dev Plan? “Failing to plan is planning to fail.” * No Dev Spec? Basic summary of tech specs. Platform? Device? iOS versions supported? Etc. | H / M / L |  |
|  | **Delivery Risk / Process Overload** | * Excessive process rigor due to client requirements (eg. Abbott’s 5 alphas and 13 betas) | H / M / L |  |
|  | **Delivery Risk / Scope Awareness** | * Lack of awareness of the basic scope of the program, resulting in scope changes that are essentially out of scope | H / M / L |  |
|  | **Delivery Risk / Scope Creep** | * Scope or Scope Creep, massive content, big scope | H / M / L |  |
|  | **Delivery Risk / Content Issues** | * “MedReg Approved” Content has not gone through med reg and is not approved. * Content scope is bigger than expected (eg. 20 page training material is 40 pages, etc.) * Inability to lock down and approve Final Content, resulting in rework in design and development or forcing us to work in parallel and take on risk of rework. * Client held to established/communicated ***specified locked date*** for final content changes | H / M / L |  |
|  | **Delivery Risk / Design effort** | * Completely customized “new, fresh, modern, cutting edge” vs template-driven, more standard design | H / M / L |  |
|  | **Delivery Risk /**  **Out of Sync** | * Ability to keep the design and dev efforts in sync vs designs that the dev team can’t implement | H / M / L |  |
|  | **Delivery Risk / Technical Complexity** | * Relative technical complexity (eg. Supporting x-platform or multiple iOS versions, etc.) * Relative amount of innovation required vs. more standard dev effort. * Relative uncertainty or unknowns regarding Dev effort vs. well understood technical architecture and approach | H / M / L |  |
|  | **Delivery Risk / Leverage** | * Expected amount of leverage / reuse of existing code / features vs. building everything from scratch | H / M / L |  |
|  | **Delivery Risk / Deployment effort** | * Relative complexity of the deployment effort (support initial deployment or multiple deployments, etc.) * 3rd Party Platform risk vs. no need to support a distribution / deployment platform * Clearly outlined contingency/back-up plan for each step of deployment | H / M / L |  |