

ID	Type	Description	Likelihood	Severity	Mitigation	Owner	Secondary Owner	Mitigation status / Response
E1	Estimation	Slow quality assurance/peer review	L	L	Communication between entire team, use of pull requests, scheduled peer review sessions	Joe	Ben	
E2	Estimation	Project schedule is not realistic	M	M	Update in weekly meetings, leave slack in initial plan that is able to withstand change	Dan	Joe	Solved: 29/2/24
E3	Estimation	Work is not divided evenly among team members	L	M	Division of work for the following week done in meetings, enabling even distribution	Dan	Joe	
E4	Estimation	Weekly/biweekly goals are not met within the expected time frame	H	L	Slack left in plan, able to change	Joe		Solved: 29/2/24
E5	Estimation	Slow decision making blocks progress	M	L	Make sure all agenda points are met by the end of the meeting	Dan		
E6	Estimation	Requirements are not on track to being met	L	H	Check that written code and decisions made align with requirements table	Ben	Ethan	
L1	Legal	Copyright infringement occurs	L	H	Check licencing and remove copyrighted content from the project	Charlotte		
L2	Legal	Licensing policies for assets used change during the project	L	H	Check licensing towards the end of the project	All Members		
L3	Legal	Plagiarism / Academic Integrity not upheld	L	H	Peer review of work, use turn-it-in	Freddie		
P1	People	Team member becomes temporarily unavailable	H	M	Make sure team member is updated on what discussion/ content they missed	Dan	Rosie	Solved: 22/2/24
P2	People	Disagreement within the team leads to a progress block	M	H	Inform the cs staff	All Members		
P3	People	Miscommunication or lack of communication leads to	M	H	Make sure everyone is updated in bi-weekly meetings and make records if people are left	Ben	Rosie	

		confusion and differing visions			out			
P4	People	Single team member is overloaded with work	L	M	All team members involved in discussion when workload is distributed	Ethan	Rosie	
P5	People	One team member's work flow is blocked by another member's unfinished work	L	L	Communicate with each other and work out why they are being slowed down/ better planning, reallocation of work	Joe		
P6	People	Team member leaves	L	H	All team members work together to share the new workload, discussion necessary	All Members		
P7	People	Team member's assignment does not match their strengths	M	L	All team members involved in discussion when workload is distributed	Rosie	Dan	
P8	People	Sabotage	L	H	Backups/ peer review before committing	Joe	Freddie	
R1	Requirements	Client requirements change	H	L	Group meetings to talk about changes in project plan to meet new requirements	All Members		
R2	Requirements	Given requirements are unreasonable	L	H	Have continued discussions with client to reach a reasonable requirement	Charlotte	Ethan	
R3	Requirements	Requirements given are too vague	L	H	Have continued discussions with client to clear misunderstandings	Ethan		
R4	Requirements	Client isn't involved with the development process	L	M	Have continued discussions with client to ensure their vision is met	Freddie		
R5	Requirements	Team adds unnecessary requirements	L	L	Have reviews of requirements to identify redundant requirements and handle them.	Rosie		Solved: 5/3/24
T1	Technology	Library support is discontinued	L	L	Find a different library	Joe		
T2	Technology	Unfamiliarity with the software/hardware	M	L	Team member(s) do self research and ask other team members for help	Charlotte		Ongoing
T3	Technology	Team members don't have access to hardware/Software	L	H	using the lab computers on campus/ reallocate roles	Dan		
T4	Technology	Low quality code	M	M	Ensure code is peer reviewed before committing	Joe	Freddie	

T5	Technology	Code written by different team members fails to function together	M	M	Team discussions on args and returns of each member's allocated code assignment	Joe		
----	------------	---	---	---	---	-----	--	--