# Project Risk

The risk in this project is assessed using a scale for 1-5 for likelihood and severity, the table in the following section defines these values.

**Any risk with an Impact of Medium or above must be mitigated.**

## Risk Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Severity** | | | | |
| Negligible (1) | Minor (2) | Moderate (3) | Critical (4) | Catastrophic (5) |
| **Likelihood** | Rare (1) | Very Low  (1) | Very Low (2) | Low  (3) | Medium  (4) | Medium  (5) |
| Unlikely (2) | Very Low  (2) | Low  (4) | Medium  (6) | Medium  (5) | High  (10) |
| Moderate (3) | Low  (3) | Medium (6) | Medium  (9) | High  (12) | Very High  (15) |
| Likely (4) | Medium  (4) | Medium  (5) | High  (12) | Very High  (16) | Extreme  (20) |
| Almost certain (5) | Medium  (5) | High  (10) | Very High  (15) | Extreme  (20) | Extreme  (25) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | *Description* | *Current Risk* | | | *Owner* | *Date* | *Mitigation* | *Residual Risk* | | |
| L | I | S | L | I | S |
| R1 | Requirements for the solution are not fully clear for all group members, resulting in the diagrams and final software containing too many assumptions and misunderstandings. | 4 | 4 | 16 | Alfred Manville, Karan Sambee | 02/02/2023 | Add questions to the shared word document to be emailed or asked in-person to Mr Lancaster. | 4 | 1 | 4 |
| R2 | Unplanned work arises that has not been accounted for, resulting in the submission being incomplete | 2 | 4 | 8 | Alfred Manville | 05/02/2023 | Contact the Project Manager to alert him to reassign the ask | 2 | 2 | 4 |
| R3 | A group member’s computer fails, and their work is lost. | 2 | 5 | 10 | Karan Sambee | 08/02/2023 | Create a GitHub repository to centrally store files and other related documents regarding the Team Project. | 2 | 1 | 2 |
| R4 | A group member cannot attend university in-person and thus cannot work on the project with the team members. | 2 | 4 | 8 | Mohamed Mudhir | 09/02/2023 | Create a WhatsApp Group for short-form, quick messages wherever we may be.  Create a Discord Server where we can send larger messages, join voice calls, and share our screens with other team members to allow us to work together remotely. | 2 | 2 | 4 |
| R5 | A group member does not fully understand their assigned task/requires assistance whilst completing it. | 4 | 4 | 16 | All group members\* | 09/02/2023 | Assign each task to multiple team members so they can help each other. | 4 | 1 | 4 |
| R6 | High workload may be put on certain members of the team leading to burnout, which can then impact the quality of the work created | 3 | 4 | 12 | Mohamed Mudhir | 09/02/2023 | Team members should not put pressure on themselves to complete tasks that were not assigned to them.  Additionally, catch-up meetings with the team should take place weekly to discuss each person’s well-being. | 1 | 2 | 2 |
| R7 | Team members may struggle to complete assigned tasks due to lack of expertise in the area | 3 | 4 | 12 | All group members\* | 09/02/2023 | Discuss together which roles you are confident in tackling, and provide group training where team members are taught any content relating to previous modules that they are unsure about | 2 | 2 | 4 |
| R8 | The group does not complete required tasks by the submission deadline due to team member’s personal issues and other priorities and not realising how long certain tasks will take. | 4 | 4 | 16 | Alfred Manville | 11/02/2023 | Create a roadmap detailing start dates and deadlines for each task, which considers time wasted due to unforeseen delays. | 1 | 4 | 4 |
| R9 | The team wastes time on less important and unnecessary features that the client does not require, leaving less time for the more important features. | 3 | 3 | 9 | All group members\* | 11/02/2023 | Go through the sections of the assessment criteria that are relevant to what you are working on and ensure that these points are fully covered. | 1 | 3 | 3 |
| R10 | A team member cannot attend the consultant meeting and misses out on important information. | 3 | 3 | 9 | Karan Sambee, Mohammed Mudhir, Alfred Manville | 11/02/2023 | Let the team members who did not attend the meeting know what information they missed. | 3 | 1 | 3 |
| R11 | Deadlines set out to finish certain tasks are missed, delaying future deadlines. | 3 | 4 | 12 | Alfred Manville | 11/02/2023 | Create a new roadmap with new deadlines for completing tasks so that all tasks can be completed well by the deadline. | 3 | 1 | 3 |
| R12 | A team member refuses to contribute to the task assigned to them | 2 | 4 | 8 | Alfred Manville | 11/02/2023 | Report the situation to the project manager (Alfred Manville) who can speak to the team member in question or raise it with the consultant. | 2 | 1 | 2 |

\*Group Members:

Alfred Manville, Huzaifa Pathan, Karan Sambee, Maudud Sadhi Ahmed, Mohamed Mudhir, Samina Matin, Syed Amir Ali Hussain