

Risk	Likelihood	Loss
Team members continually not attending meetings	8	9
Being unable to contact team members	7	9
Areas of the project taking longer than expected	7	8
Team members unable to attend meetings	8	7
Lack of continual software testing	7	8
Lack of clarification on team members tasks/responsibilities	6	9
Unable to meet client frequently	7	7
Client changing specifications	6	8
Team members falling ill	6	8
Miscommunication of ideas and general direction of project	5	8
Requirements/user stories are misunderstood	4	9
Holidays affecting project work	4	9
Unable to access critical files	4	8
Plans and estimates based on unreliable information	4	8
Loss of data	3	9
Quality control is not present by all team members	3	8
Weather causing issues travelling	3	6
Completion date is changed	2	9
Industry standards change	3	4

Severity	Priority
72	1
63	2
56	3
56	3
56	3
54	4
49	5
48	6
48	6
40	7
36	8
36	8
32	9
32	10
27	11
24	12
18	13
18	13
12	14

Prevention 1

Have a minutes document to track each meeting and if a pattern emerges then contact the team member about it.
Try to reach the team member through mobile, facebook and email. If pattern emerges, raise your concerns with them.
Try to over estimate time to spend on tasks, so this situation does not happen

Have team members make sure to contact before meetings letting members know ahead of time so they can prepare.
Have one team member overview testing and make sure things are constantly being tested by members in the team.
Make clear the task allocation at every meeting and on the minutes document so everyone knows where they stand.
Try to cover this by having frequent meetings via email, skype or longer meetings when possible.

Constantly speak to the client so you are constantly aware of what they want from the specifications throughout the project.

Do not allocate large amounts of work to anyone person and make sure there is always updated versions of everything.

Have lots of meetings, communication and documentation, so team members are constantly aware of what is going on.

All group members shall agree and have input in requirements/user stories then evaluate at them at almost every meeting.

Over estimate how long tasks will take, so there is some room to give or take in terms of holidays.

Use dropbox or github to store files so they are accessible off campus and make sure at least one member has access.

Have many team meetings and discussions with client frequently so everyone is clear on the information.

Make sure all updated files are on dropbox or github and backed up on usb or hard drive as well.

Each team member should overview all aspects of the project before anything is considered done.

Team members should try and contact in advance they won't make it to meetings and post all critical files on a shared drive.

Start work early so we will be ahead of the project deadline.

Double check information on standards before starting the project.

Prevention 2

If prevention 1 doesn't work, then speak to a lecturer immediately and draw their attention to this or get team

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If prevention 1 doesn't work, then set more team members on the task, to try minimise the time

If prevention 1 doesn't work, then contact the team member with details of what they missed and the tasks th

If prevention 1 doesn't work, then allocate a day or team for the team to do through testing on whats been do

If prevention 1 doesn't work, then said team member should contact other team members to ask them about

If issues are still occurring after prevention 1 then make clear to lecturer that frequent meetings mean you ar

If prevention 1 doesn't work, then make sure there is allocated time at the end of project (like a week - 2 week

If prevention 1 has not happened, then have all members contact details, so you will be able to contact them t

If prevention 1 doesn't work, speak to lecturer about the miscommunication and how to handle it or get team

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If prevention 1 doesn't work, then have team members agree to meetings on holidays as well

If prevention 1 doesn't work, then make sure you have everyones contact details so you can get the files from

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If prevention 1 doesn't work, then have all group members checking over each members new piece of work as

If prevention 1 doesn't work, make sure you have contact details and so you can try get the files or what they ;

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If prevention 1 doesn't work, have team members looking out for changes in standards as project goes along

1 leader to discuss at managerial meetings
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hey have been set
one so far to catch up
the allocation from last meeting
ren't getting frequent feedback hence you may have an inaccurate representation of what client wants
<s) to make any last min additions
to get files or info on what stage they are at
leader to discuss at managerial meetings

this person

; soon as it's submitted to dropbox
are working on in another form