CSC3003S Capstone Project — Stage One

Risk [30 Marks]

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| Project Abbrev & Name | AI-Web | Client/Supervisor + email | Deshen Moodley, deshen@cs.uct.ac.za |
| Date | 04/08/2022 | Tutor + email | Jane Imrie, IMRJAN001@myuct.ac.za |
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| **Risk Condition [1]** | **Consequence [1]** | **Cat** | **Prob [½]** | **Impact [½]** | **Mitigation [1]** | **Monitoring [1]** | **Management [1]** |
| Team members are not meeting deadlines | Failure to meet final project deadline /incomplete product. | Time/Quality | Medium | High | Set conservative deadlines with added contingency time. | Check in regularly with team members regarding their capacity and progress | Reallocate responsibilities within the group |
| Insufficient proficiency in the required programming languages/frameworks | Application is not functional/up to standard. | Skill | Medium | High | Conducting thorough research and allowing for flexibility within the design of the product. | Communicating frequently with team members to ensure that they have sufficient support and can complete allocated tasks. | Convert to alternative language. |
| Proposed scope omits core functionalities/features required for platform | Product does not meet requirements and fails to satisfy client | Scope | High | High | Validate proposed scope with client | Consulting with client and consistently reassessing functionality to ensure it aligns with scope | Pivot development strategy and adjust trajectory to align with correct scope |
| Unrealistic/infeasible schedule for project development | Failure to meet final project deadline /incomplete product. | Integration | Medium | High | Conduct thorough researching regarding team members’ individual capacity and consult tutor to assess feasibility of proposed schedule | Continuously updating and adjusting the plan according to project progress/setbacks | Revise the schedule and scope in order to maintain project deadline |
| Outside interruptions (unexpected events) | Project incurs delays and falls behind schedule. | Risk | Low | Medium | Back up work externally and add contingency time to schedule | Regularly backing up work and checking in with progress | Reassess schedule and make use of last back up |
| Team miscommunication | Failure to integrate components and productivity impacted. | Communication | High | Low | Setting up protocols /procedures for effective communication by identifying appropriate communication channel. | Realign with team members to ensure that there is a consistent understanding of what is required as well as the current progress | Clarify and correct misunderstandings as soon as possible |
| Budget | Functionality cuts /use of inferior software development frameworks | Resources/cost | Low | Low | Attempt to pre-empt costs by conducting research and making use of non-proprietary software. | Monitor expenses to ensure that budget is not exceeded | Make use of more cost-effective alternatives/tools in order reduce costs. |
| Gold-plating | Product does not meet requirements and fails to satisfy client | Scope/Risk | High | Medium | Develop a plan that is consistent with the scope. | Consistently check if the assigned/current tasks are in line with the required functionality. | Re-evaluate the current tasks to fit the required functionality. |
| Code loss /corruption | Project delay/ failure to deliver working product | Development | Medium | High | Set up code repository on GitHub/CSGitLab | Regularly push and pull program code to ensure that the newer versions are consistent and up to date. | Restore most recent version of working source code. |
| Conflict between team members | Team productivity negatively impacted. | Human Resources | Low | Medium | Encourage clear and professional communication and promote collaboration | Hold regular meetings to identify potential areas of conflict | Consulting neutral party to resolve conflict |