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| **Risk Ranking (High, Medium, Low)** | **Risk Description and Impact** | **Mitigation Strategy and/or Contingency Plan** |
| Medium | The risk of having schedule flaws: Due to the volatile nature of software development, it is inherently very difficult to estimate and properly schedule all the necessary stages of development and actually stick to the schedule. This can lead to some stages of the project having insufficient allotted time and resources while other stages may have more than needed | The entire team needs to be involved in the planning and estimation phase. There must be early discussion and feedback among all the members of the team. |
| Medium | The risk of inflating requirements: During the course of development, more and more features that were not initially required may arise and throw off already established estimates and schedules. | The planning team must be sure to constantly involve the users/customers in the development process to ensure that as time progresses, the initial requirements are being consistently met. |
| High | The risk of incorrect specification breakdown: When the time comes for the coding to begin, if the specifications are not accurate and complete then the programmers may either create software that doesn’t meet requirements or it may halt the development process, delaying the end product. | There must be personnel on the team dedicated to liaising between programmers and those elicit requirements. These people need to have adequate knowledge of both side and need to be readily available for questioning if problems arise |
| High | The risk of employee changes: When an employee leaves, it compromises the ability of the others to do their job because they have to pick up the slack while simultaneously doing their part. If key personnel leave, the impact is far greater because critical information that only they are familiar with can be lost. | There needs to be high levels of collaboration and accountability. There must be no segregation or seclusion. This ensures that everyone’s responsibilities are always accounted for. |
| Medium | Lack of Productivity: In the case of lengthy project timelines, the sense of urgency and enthusiasm is greatest at the beginning stages but may be diluted as time progresses or when complications arise resulting in time lost in subsequent stages. | There must be short iterations of assessment relative to each stage in development to ensure that a sense of urgency is always upheld. Tasks must be assigned to the right people and there must also be an ongoing process of coaching and team development. |

Risk Assessment