**RISK IDENTIFICATION**

**PROJECT: BISCUIT BULK BARBERING**

Application Factors:

* Incompatible Packages/Software
* Project grows past the scope of the team
* Development of incorrect functions/UI/Features

Customer Factors:

* Failure for user to engage with the application

“Client”/Management Factors:

* Management to clash/fail as that is being controlled by the entire group
* Unrealistic timeframes
* Constant change in requirements

Changeover Factors:

* Confusing use/setup documentation

Personnel Factors:

* Staff may not be knowledgeable enough to implement the system
* Small staff size may lead to feeling overwhelmed by number of tasks
* AWOL/Lack of involvement from team

**RISK ANALYSIS MATRIX**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Biscuit Bulk Barbering Risk Matrix** | | | | | | | | | | | |
|  | **WITHOUT MEASURES** | | | |  | |  | | **WITH MEASURES** | | |
| **Event** | **Likelihood** | **Impact** | **Risk Value** | **Control Measures** | | **Who** | | **Likelihood** | | **Impact** | **Risk Value** |
| Incompatible Packages/Software | 7 | 10 | 70 | Extensive testing and research | | Jason/Kieran | | 2 | | 3 | 6 |
| Project grows past scope of team | 6 | 10 | 60 | Clear set objectives/targets | | ALL | | 3 | | 5 | 15 |
| Development of incorrect functions/UI/features | 8 | 8 | 64 | Clear set objectives/targets/designs | | ALL | | 2 | | 3 | 6 |
| User unable to engage with application | 9 | 9 | 81 | Thorough design process | | James | | 2 | | 5 | 10 |
| Management to clash/fail as controlled by several members | 7 | 9 | 63 | Everyone to be involved in discussions/decisions, allows for mediator in a situation | | ALL | | 2 | | 3 | 6 |
| Unrealistic timeframes | 8 | 8 | 64 | Overall goal/deadline to be set, allowing for individuals to manage themselves without being micromanaged | | ALL | | 3 | | 2 | 6 |
| Constant changes in requirements causing change in project scope and other details | 9 | 7 | 63 | Regular reviews from the offset when designing the product, however once the initial design phase is over changes in requirements not to be accepted unless agreed upon by the entire team | | ALL | | 1 | | 3 | 3 |
| Confusing use and setup documentation | 7 | 4 | 28 | All members of the team to proofread all documentation to ensure clarity | | ALL | | 2 | | 3 | 6 |
| Staff not knowledgeable enough to implement the system | 8 | 8 | 64 | Team to agree on the technology that will be used for each area they are involved in. It is then down to that member of the team to stay on top of their knowledge and understanding | | James – App Development  Kieran – Back End Development  Jason – Front End Development | | 3 | | 4 | 12 |
| Smaller sized team leading to becoming overwhelmed due to task allocation | 8 | 7 | 28 | Regular meetings to discuss task allocation and catchup, have a fair assigning system in place for tasks anyone in the group can complete | | ALL | | 3 | | 4 | 12 |
| AWOL/Lack of involvement from team | 7 | 9 | 63 | Regular check ins with team, both in a social manner and in work related manner | | ALL | | 2 | | 9 | 18 |

**LIKELIHOOD & IMPACT INDEX**

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| **LIKELIHOOD** |  | **IMPACT** |
| Almost Impossible | 1 | No impact |
| Very improbable | 2 | Minor impact, no lost time |
| Improbable | 3 | Minor impact, up-to 3 days impact |
| Less than even chance | 4 | Serious impact, 3-7 days affected |
| Even chance | 5 | Serious impact, 1-2 weeks affected |
| More than even chance | 6 | Serious impact, 2-3 weeks affected |
| Probable | 7 | Major impact, loss of work with 3-4 weeks affected |
| Very likely | 8 | Major impact, loss of work with 5 + weeks affected |
| Almost certain | 9 | Major impact, loss of work, hard to recover |
| Guaranteed to happen | 10 | Major impact, certain failure |