**Assignment 1, Risk Register**

**FIT2101 - Software Engineering Process & Management**

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| **Risk**  **No.** | **Description of Risk** | **Impact on Project** | **Likelihood** | **Severity** | **Mitigation Actions**  (Preventive or  Contingency) | **Person Responsible** | **Timeline**  For mitigating risk | **Work Breakdown Structure** |
| 1. | Scope is undefined / Stories not clear. | Other steps in the project cannot be defined | M | H | Ensure PBI’s and Product Owner expectations are clear during the sprint planning phase. | Scrum Master, Developers | Should be dealt with during the sprint planning and allocation phase. | Ensure PBI’s meet Product owner’s expectations.  Ensure PBI’s are explicit and estimable.  Allocation of tasks are discussed within the team during planning. |
| 2. | Inaccurate estimates | Destroy plans and schedule, possibly increasing cost | M | H | Ensure prioritisation of tasks are taken into account for. Decisions to drop or change tasks are to be communicated between team and stakeholders. | Scrum Master, Product Owner | Should be dealt with between sprints if possible. | The team comes to a consensus on what should be dropped to recover schedule if possible. The team will then give their proposal to the stakeholder and come to a compromise. |
| 3. | Sick Team Members / Absent Team members | Leading to missed deadlines. | M | L | Ensure communication between team members is paramount. Ensure workload is shared between members (reduce SPF). | Sick member and Scrum master | Sick member is to report their illness to the team on the day. | Sick member contacts group.  Team discusses who is most appropriate to pick up increased workload.  Sick team member is re-allocated appropriate work. |
| 4. | People not being able to complete work within assigned/estimated timeframe | High levels of project sprints/task  Not being completed could lead to the final result that is produced being poor or not meeting expectations | H | M | Regular checks with team mates to ensure everyone is up to date with their tasks and that they have the ability to complete their task | Scrum Master  Team member that is experiencing difficulty | When problem/hurdle occurs the person that encounters it should immediately communicate their inability to perform with the Scrum Master | Once someone has encountered a problem the team will be informed and to the best of the teams abilities they will assist the struggling user to complete their task by either helping them with their sprint or assuming extra roles from the assigned persons work. |
| 5. | Gitlab crash/unauthorized merge resulting in loss of files | Crucial files such as the deliverables being lost or partially lost | L | M | All merge request have to be authorized by the Scrum Master. Should this preventative method fail, before any big merges, at least one copy of the repository is saved to a secure location. | Development team | Could happen throughout the project, more likely to occur during merge phases. | The copy of the repository is to be pushed to a separate branch and merged by the Scrum Master if need be. |
| 6. | Client might not be available/around to provide feedback or to be questioned about requirements | Cannot proceed project with certainty of what to improve upon, as feedback is not given by client. May lead to low quality product or a product that does not meet requirement by the client. | M | H | Ensure that a fixed date to meet is set by the development team and the client to receive frequent feedback on product. | Scrum master, Developers | Should be dealt with between sprints. | Set a fixed date to have a meet-up between client and development team. |

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| **Scale for Likelihood and Seriousness for each risk** | |
| **L** | Rated as Low |
| **M** | Rated as Medium |
| **H** | Rated as High |
| **E** | Rated as Extreme |
| **NA** | Not Assessed |