|  |  |
| --- | --- |
|  | |
| **Project Title:** | Mentor/Member Mentorship Database | |  | **Date Prepared:** | Dec 11, 2016 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Statement** | **Probability** | **Impact** | | | | **Score** | **Response** |
| Scope | Quality | Schedule | Cost |
| 1 | Unintended third-party access due to poor password management | Low | 3 | 0 | 1 | 2 | 6 | Training will be needed on appropriate passwords but impact to project is minimal |
| 2 | Lack of descriptiveness in Mentor Skill Sets | Medium | 5 | 5 | 1 | 0 | 12 | We may need to add documentation for modifying tables |
| 3 | Transition from Brevan to DOspace Office365 account | Low | 5 | 5 | 5 | 1 | 16 | Research must be done into moving Office365 resources as oppose to sharing them |
| 4 | User confusion during training for maintenance of system | High | 5 | 5 | 2 | 1 | 13 | We will need to have robust Documentation that will explain the setup of the system so it can be fixed by technical staff |
| 5 | Full usage of the system | Medium | 3 | 4 | 1 | 3 | 11 | We will need to walk through full functionality of the system and create more standard forms then initially requested in order to maximize potential utilization |
| 6 | Time requirements of other users conflicting with Project | Medium | 4 | 3 | 3 | 2 | 12 | Majority of work will be conducted online |
| 7 | Office365 Prerequisites could limit usability | Low | 2 | 1 | 1 | 2 | 6 | DOspace is comfortable with using Microsoft cloud services |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Revised Probability** | **Revised Impact** | | | | **Revised Score** | **Responsible Party** | **Actions** | **Status** | **Comments** |
| Scope | Quality | Schedule | Cost |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |