

Risk Assessment Matrix

Background

- Development and implementation of an archery scoring database
- System to track and manage individual and competition scores
- Facilitate lookup of round definitions and club records
- Understanding potential challenges for successful project execution
- Developing risk management strategies to mitigate negative impacts

Risks and mitigations

| | Risk | Mitigation | Rating Severity (1-4) Likelihood (1-3) |
|-----|--|---|--|
| | Data privacy and security breaches | Implement strong data encryption and access control measures; conduct regular security audits; provide employee training on data security best practices | High 4, 1 |
| 2. | Inaccurate or incomplete data entry by users | Develop user-friendly interfaces; provide clear instructions for data input; implement data validation checks; allow users to edit and correct their data | High 3, 3 |
| 3. | Insufficient server capacity or performance issues | Optimize database design and server resources; implement backup systems and redundancy; monitor system performance and address issues proactively | Medium 3, 2 |
| 4. | Inadequate training or support for the club recorder | Provide comprehensive training materials and ongoing support; develop a user-friendly interface; establish a helpdesk for prompt issue resolution | Medium 2, 1 |
| 5. | Outdated round definitions and equivalent rounds | Maintain regular communication with archery organizations; monitor changes in rules and update the database accordingly; provide users with easy access to rule changes and updates | Low 1, 2 |
| 6. | Software bugs or technical issues | Implement thorough testing and quality assurance processes; provide regular updates and patches; establish a system for users to report bugs and issues | Medium 2, 2 |
| 7. | Inability to retrieve historical data | Implement regular data backups and archiving; develop a user-friendly interface for accessing historical data; ensure data retention complies with applicable regulations | Medium 3, 1 |
| 8. | Team members leaving/illness | Cross-train team members on key tasks; maintain up-to-date documentation of project work; establish contingency plans for key personnel absences | Medium 2, 2 |
| 9. | Underperformance | Set clear project goals and milestones; monitor progress regularly; address issues and obstacles promptly; maintain open communication within the team | High 3, 2 |
| 10. | Time running out | Establish a realistic project timeline; allocate sufficient resources; monitor progress and adjust plans as needed; prioritize tasks and manage scope changes effectively | Medium 3, 2 |

Risk rating

| LOW | MEDIUM | HIGH | EXTREME |
|--|--|---|---|
| <ul style="list-style-type: none">• Acceptable• Ok to proceed | <ul style="list-style-type: none">• As low as reasonably practicable• Take mitigation efforts | <ul style="list-style-type: none">• Generally unacceptable• Seek support | <ul style="list-style-type: none">• Intolerable• Place event on hold |

| | |
|------------|----------|
| LIKELIHOOD | SEVERITY |
| | |

| | 1 - ACCEPTABLE <i>Little to no effect on event</i> | 2 - TOLERABLE <i>Effects are felt, but not critical to outcome</i> | 3 - UNDESIRABLE <i>Serious impact to the course of action and outcome</i> | 4 - INTOLERABLE <i>Could result in disaster</i> |
|---|--|--|---|---|
| 1 - IMPROBABLE <i>Risk is unlikely to occur</i> | | 4 | 3, 7 | 1 |
| 2 - POSSIBLE <i>Risk will likely occur</i> | 5 | 6, 8 | 9, 10 | |
| 3 - PROBABLE <i>Risk will occur</i> | | | 2 | |