**Risk Assessment Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Risk event description and impact area | Impact Rating (Cost of Event) | Probability Rating | Risk Value (Cost of Event £ x probability rating) | Risk Avoidance | Risk Response | Outcomes |
| 1 | Loss of files | £100 | 5% | £500 | Use GitHub. Commit regularly, Backup locally inform colleagues. | Rollback to a previous version, Start again. Mention it in our report, Work individually in separate sections until the centre is back online | GitHub, Google, Trello destruction or Downtime |
| 2 | Illness | £100 | 0.8% | £80 | Avoid Wuhan and eat healthily. | Ill person/ people avoid contact with others. | Team member must take extra time off until recover |
| 3 | Lack of technical skills, leading to a time delay | £20 | 4% | £80 | Conduct relevant research for the project. | Assist each other if a member is struggling with something | Team member must learn or be trained in such skills |
| 4 | Team member dies | £20 | 1% | £20 | N/A | Complete task | Smaller team |
| 5 | Transport Difficulties | £20 | 10% | £200 | Under difficulties of transport avoid meetings | Using platforms such as trello, discord and GitHub carry out task regarding project | Vehicle breakdown, transport strike. |
| 6 | Low Motivation Reduces Productivity | £40 | 10% | £400 | Positive work environment | Support colleagues that lack motivation helping them better themselves | If a team member doesn’t feel welcome and part of the team it will require a bigger effort to achieve a goal |
| 7 | Conflict between team results in error and extra rework | £70 | 60% | £4200 | Good and respectful communication among colleagues | Support the part of the team having more people involved in the task at hand | Team members will engage in more conflicts as time passes and the project is being developed |
| 8 | Developer tools might not work as expected | £50 | 20% | £1000 | Ensure the team have all the equipment necessary | Use different tools or update the existing ones. | Team member/s not being able to engage in the activities on the desire amount of time neither schedule |
| 9 | Unrealistic Schedules and budgets | £60 | 30% | 1800£ | Aim for small and achievable objectives with spacious schedules | Deliver in a longer period of time , the project will take longer to develop or hand in a beta version | A Software not fully developed |
| 10 | Team member not attending meetings | £20 | 10% | £200 | Plan the meetings according all team members availability | Inform colleague of work that's taken place | Team member staying behind in schedule and losing sight of work done |
| 11 | insufficient/  inappropriate staff | £20 | 30% | £600 | Train or hire enough staff | Train inappropriate staff and split tasks equally. | Staff overflown with work uncapable of handling |
| 12 | Inadequate software project planning | £60 | 20% | £1200 | Ensure an appropriate planning regarding all entities involve | Change the plan and re-schedule. | Delaying the project |
| 13 | Personnel need extra time to learn unfamiliar tools | £30 | 30% | £900 | Guarantee that the project is going to be develop with tools that workers are familiar with | Schedule adequate training before starting the project. | Extension of time on the delivered date |