# Risk Management Plan for PSiP

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# Revision History

| Date | Version | Description | Author |
|---|---|---|---|
| 9/26/19 | .5 | First rough draft. | Melissa Hazlewood |
| 9/27/19 | 1.0 | First official draft. | Melissa Hazlewood, Alex McBride, Richie Ear |
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# Table of Contents

# 1 Overview

### 1.1 Summary

This Risk Assessment Plan for PSiP details the potential obstacles for the PSiP project. This document lays out potential risks inside and outside of the project and the procedures to follow if an obstacle shows up. Each risk is assigned a threat value to the project and give a resolution strategy. In the event of an unforeseen risk to the project stakeholders will be contacted immediately and the situation for the project assessed.

# 2 Potential Risks

This table reflects the possible potential risks noted before commencement of the project: detailing before, during, and after the project period.

| ID | Risks | Likelihood | Description | Potential Cost | Potential Damage |
|---|---|---|---|---|---|
| 1 | Other class workloads | High | Workloads become untenable for a time due to outside factors. | N/A | High |
| 2 | Work | High | Team member's that have other work will have to prioritize between the project and their other job(s). | N/A | Medium |
| 3 | Inexperience with project work | Low | Team member(s) are unable to perform as a group member on | N/A | Low |

| | | | the project. | | |
|---|---|---|---|---|---|
| 4 | Inexperience with project resources | Medium | Team member(s) are inexperienced with resources being used in the project. | N/A | Medium |
| 5 | System failures | Low | System crashes or other defects cause work to be lost. | N/A | Low |
| 6 | Other | Low | Unlikely events cause project to halt. | N/A | High |

# 3 Assessment/Prioritization

This table assesses the potential risks and their priority in resolution, as well as the who to report to in the event of a pitfall. Each assessment is tied to the same ID as in the table above.

| ID | Assessment | Prioritization | Report to |
|---|---|---|---|
| 1 | This risk can be averted, if the team can manage to stay on schedule and divide up time correctly. | High | Project Manager |
| 2 | This risk can be averted if team members divide up time correctly. | High | Project Manager |
| 3 | If team members cannot collaborate | Medium | Project Manager |

| | | | |
|---|---|---|---|
| | or cannot work together then this becomes untenable for the project work, but is unlikely to occur. | | |
| 4 | The team is likely to be using resources that are foreign to them, in which case it will take time for the team to acclimate to the resources. | High | Project Manager |
| 5 | System failure could cause at most loss of entire project, but has low chance to occur. | Low | Project Manager |
| 6 | Events such as injury or death, etc. could completely halt the project, but are not likely to occur. | Low | Project Manager |

## 4 Resolution Strategy

4.1 Procedures

In the event that the project becomes at risk, the following procedures are to be followed.

1. Immediately inform the project manager of the issue.
2. Notify the team of the issue.
3. Notify stakeholders.
4. If the issue is personal, attend to the issue and solve at convenience.
5. Project manager will be tasked with directing efforts to resolving the issue.

Stakeholders are to be notified of the issue and told that all efforts are being made to resolve said issue. A stakeholder will need to know the scope of the issue if it may cause the project to halt completely.

4.2 Responsibilities

The project manager will be tasked with directing the team on how to resolve the problem. The project manager will also be the person to inform the stakeholders of the issue. The team will be responsible for following the strategy the project manager decides on in order to solve the problem.

# 5 Communications

5.1 Internal Communications

Internal communication on issues will be resolved through group chat and group meetings. Team members should be informing each other of potential risks beforehand. Failure to do so will result in the project timeline being delayed. The project manager will communicate through group meetings.

5.2 External Communications

In person meetings will be conducted with stakeholders informing them of the progress of the project and potential risks.