Risk Assessment Document

Keith Payne

9/25/2013

Purpose:

There are overall project management risks that could have a substantial impact on the creation of the CTC system. The purpose of this document is to outline the possible risks and how to maneuver when any of them occur. The main risks fall under three separate categories: Loss of a team member, inability to use required software to complete the project, and not meeting time-table for project completion.

Loss of a Team Member:

* This can happen due to variety of reasons
  + Illness
  + Broken arm
  + Withdrawal from the class
  + Lack of participation with project
* How to fix the problem
  + Contact Dr. Profeta immediately (within the next 2-3 days) and alert him to the absence of a team member
  + Distribute the workload of the missing member evenly to the rest of the team
  + Edit the SRS document to eliminate parts of the functional and non-functional requirement s that cannot be completed due to time restrictions

Inability to Use Required Software:

* This can happen if everyone is new to a particular software package that is being used in the development of the CTC system and no one is able to figure out how to use the software within a reasonable amount of time. Almost every member of our group has used the necessary software such as eclipse for the IDE, Microsoft Excel for bug tracking, and Github for code/document management. This means that the possibility of this risk occurring is low.
* How to fix the problem
  + If this risk occurs the team must meet immediately (within the next 2-3 days) to discuss the options.
    - We must determine if there is anyone at the University of Pittsburgh that can help us understand how to use the software.
    - If there are no options to learn the software from someone, we have to begin searching for alternatives.
  + If a couple people from the team understand the software but the rest do not.
    - We will set up a meeting to teach the other members how to use the particular software package.

Not meeting Project Time-table:

* This can happen due to time management inefficiencies or not estimating the proper amount of time necessary for completing tasks.
* How to fix the problem
  + We have weekly meetings for our team and update each other on our progress.
  + If it is determined that someone in the group is falling behind we have to determine the root cause for the project tardiness.
  + If the cause is for poor time management suggestions will be offered to that group member to make sure he completes his modules on time.
  + If the cause is for underestimation of the time needed to complete a task the team will evaluate if there is a way that we can pitch in to help the team member finish on time.