Risk Plan

for the

Electronically Returned Assignments

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ER Assignments

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Risk Table

No.	Risk Label	Description	Likelihood	Impact	Score	Mitigation Strategies
1	No Server	ITS doesn't allocate a server to our team.	3	9	27	Propose to client to pay for a server. Allow for locally hosted server.
2	Teammate Unavailability	One or more teammates has an extended leave of absence (2 sprints or more).	3	8	24	Make sure team members don't have any large-scale events that result in their absence. Talk to Project Oversight about how to further deal with the situation.
3	QR Code Library Difficulty	The library used for reading our QR codes doesn't adequately meet project needs.	2	8	16	Find a new library.
4	No Client Equipment	The scanner/printer the client uses breaks or becomes unavailable.	5	3	15	Have client purchase a cheap, temporary replacement.
5	No ITS Authentication	ITS either doesn't allow access to their authentication server, or we are unable to effectively use it.	2	7	14	Try to find an outside source for authentication, or create our own.
6	Client Unavailability	Client becomes unavailable for an extended period (over 2 sprints).	1	6	6	Stay the course, base direction off of last client meeting.

Risk Monitoring

Each sprint the team will have a risk assessment meeting. Depending on the severity of risk to the project this meeting will either be separate or an addition to the sprint retro. Topics will include the current status of the project, present risks, potential short-term risks, and long-term risks. For present risks being discussed the team will formulate a risk mitigation/management strategy. Potential short-term and long-term risks will be dealt with on an as needed basis. If the risk is apparent or inevitable then the team will formulate a mitigation/management strategy as well. If new risks arise or change they will be added to or modified on Risk Table.

Risk thresholds are held on a per risk basis. In reference to the Risk Table, higher scored risks must be monitored more closely as they will have the greatest impact to the developers and project as a whole. Observation of risks is all team member's responsibility. For risks involving a loss or inability of technical resources i.e. the ITS Central Authentication Server, the ITS provided webserver, or the printer/scanner the client will be using the team will perform the mitigation strategy listed in the above Risk Table. For risks involving team member or Product Owner unavailability the available members of the team will meet and re-evaluate current progress on the project, re-prioritize if necessary, and meet with the Product Owner, if available, to update and re-organize priorities as needed. Risk monitoring will be performed by a team member at the beginning of a sprint on what the team believes to the have highest probability of occurrence in the coming sprints. Checkups can range from asking if team members or the Product Owner will be away for a period of time, to keeping in contact with ITS at the beginning of each sprint to ensure that resources are in the pipeline or functioning.