

Potential Project Risks

Risk	Causes	Suggested Actions	Likelihood	Impact
Poor communication	<ul style="list-style-type: none"> Restrictions on face-to-face meetings (limited to online learning) Conflicting personality types within team 	<ul style="list-style-type: none"> More frequent stand up zoom meetings (mid-week check-ins) Ensure all team members are given opportunities to share their thoughts and ideas on project direction 	High	Major
Lack of project understanding (product definition)	<ul style="list-style-type: none"> Lack of joint discussion on product development Lack of client feedback 	<ul style="list-style-type: none"> Regular analysis of the developing product against the brief Production of frequent and clear documentation outlining product Gain feedback from client and use to refine product 	Moderately high	Major
Failure meeting deadlines	<ul style="list-style-type: none"> Uneven team member contributions Poor team management Inaccurate estimation Changing human resources (team members occupied by other work) 	<ul style="list-style-type: none"> Assigned tasks must be clear, achievable and well defined Team members should be organised and honest with their available time Where possible, tasks should be assigned to pairs 	Moderate	Catastrophic
Loss of work	<ul style="list-style-type: none"> Hardware failure Website crashes 	<ul style="list-style-type: none"> GitHub repository must be regularly updated with produced work 	Low	Low

We need to:

- Start creating risk issues through jira
- Assess their impacts on the team project and take steps to mitigate them
- Monitor how these develop and make improvements to our risk management strategy