Risk Assessment and Mitigation Plan

Instructions:

Step 1: Brainstorm possible risks. i.e. Reasons that might throw the project off schedule.
Step 2: For each risk, assign a High/Medium/Low value for both likelihood of occurrence and potential impact on the project.
Step 3: Develop a mitigation strategy for each High/High, High/Medium and Medium/High risk.
     Consider developing mitigation strategies for the Medium/Medium risks.

Sr. No.	Risk	Potential Impact on Project Success L/M/H	Likelihood of Occurrence L/M/H	Mitigation Plan strongly recommended for H/H, H/M and M/H recommended for M/M
1.	Person Leaving Project	H	L	Delegate Task between the Current Members, Reshuffle Teams
2.	Person Falling ill	H	M	Same as Above
3.	Delay in Interviews	H	M	Take Prior Appointments, and Take follow-up of appointments
4.	Change in Govt. Policy	L	L	
5.	Non Reliable Information	M	L	
6.	Change in Institute Policy	H	M	Get in-touch with Institute administration for update
7.	Missed Deadlines	H	H	Keep Reminding of the Deadline of Each deliverable
8.	Internet Connectivity failure	L	L	
9.	Team Coordination Issue/Conflict	H	M	Regular Interaction with Team, Conflict Resolve
10.	Interdependent on Team Members	H	M	Be frequently In-touch with Team Members. Share all Progress amongst team members
11.	Variation on Skill set	M	M	Create a Skill Set Matrix and

				Identify Task according to that Matrix
12.	Inability in learning new Tech	M	H	Prefer the Tech we know
13.	Scheduling Problem	H	M	Plan ahead and Re iterate plan, analyze it on a regular basis
14.	Incorrect Estimation	M	M	Make Proper Estimation using Models, and Take help from experts in Estimation
15.	Unavailability of Resources/Team Members	M	M	Delegate the task to other resource, or improvise, make a list of all resources and check availability
16.	Unwillingness to work.	H	H	Assign work based on Skill Matrix
17.	Rigid Mindset	M	M	NOT REQUIRED MITIGATION
18.	Change in Structure	M	L	
19.	Leader Throwing weight around	M	L	
20.	Team Pressuring the leader	M	M	
21.	Difficulty in defining what is Required	H	L	
22.	Not able to integrate the two interfaces Mobile and web	L	L	
23.	Not delivering Proposed System	H	L	
24.	Interface Fails in Integration Testing	M	L	
25.	Test Case fails/Delay in Testing	M	L	
26.	Limited Test Cases	L	L	