

Indian Institute of Information Technology, Vadodara

College HR Management and Payroll System

Risk Assessment and Mitigation Plan

CS301 Software Engineering Project – Autumn 2015

team #02 - ninEngineers

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Sr. No	Roll No.	Name
01.	201351005	Abhijit Singh Panwar
02.	201351006	Yash Choubey
03.	201351017	Rahul Nalawade
04.	201351021	Manu Sharma
05.	201351023	Murtuza Bohra
06.	201351024	Shalinee Singh
07.	201351030	Ajay Shewale
08.	201352006	Nitin Kumar Singh
09.	201352013	Sameer Bhati

Author/ Reviewer:

Author/ Reviewer	New Version	Date
Ajay Shewale	v1.0	24 th September 2015
Manu Sharma	v1.1	16 th November 2015
Abhijeet Singh Panwar	v1.2	18 th November 2015

Risk Assessment and Mitigation Plan

Instructions:

Step 1: Brain storm 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
01.	Person Leaving Project	H	L	Delegate task between the current members, Reshuffle teams
02.	Person Falling ill	H	M	Same as above
03.	Delay in Interviews	H	M	Take prior appointments, and take follow-up of appointments
04.	Change in Govt. Policy	L	L	
05.	Non Reliable Information	M	L	
06.	Change in Institute Policy	H	M	Get in-touch with institute administration for update
07.	Missed Deadlines	H	H	Keep reminding of the deadline of each deliverable
08.	Internet Connectivity failure	L	L	

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
09.	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 reiterate plan, analyze it on 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 resources, 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 interface	L	L	

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
23.	Not delivering Proposed System	H	L	NOT REQUIRED MITIGATION
24.	Interface Fails in Integration Testing	M	L	
25.	Test Case fails/Delay in Testing	M	L	
26.	Limited Test Cases	L	L	