**Elaboration Phase 4th Iteration Risk Analysis – 2 September 2013**

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| **#** | **Risks to Project** | **Likelihood** | **Impact** | **Priority** | **Priority Ranking** |
| 1 | The team will not fully understand Copy Express’s requirements and will fail to test adequately | Low-Med | High | Med | 14 |
| 2 | The team won’t identify an affordable solution | Very Low | High | Med | 13 |
| 3 | The identified solution will not meet 80% of the requirements | Low | High | Med | 12 |
| 4 | The team will not meet the milestone on schedule | Low | Med | Low-Med | 15 |
| 5 | The solution may not produce more orders | High | High | High | 3 |
| 6 | The solution will slow down the business process | Med | High | Med-High | 4 |
| 7 | The solution creates too much work for Copy Express | Low | Med | Low-Med | 17 |
| 8 | The team will recommend a substandard solution | Low | High | Med | 9 |
| 9 | Out of date reports and documents may be issued from the drop box | Low | Low | Low | 18 |
| 10 | Solution may not provide promised or implied future improvements | Low | High | Med | 6 |
| 11 | Service provider closes down (post project risk?) | Low | High | Med | 8 |
| 12 | Solution costs more to operate than expected (post project risk?) | Low | High | Med | 7 |
| 13 | Team member is not present at a meeting | Low | Low | Low | 19 |
| 14 | Project plan does not provide enough work to do 35 hours a week | Med | Med | Med | 5 |
| 15 | Project files corrupted | Low | High | Med | 10 |
| 16 | Backup files corrupted | Low | High | Med | 11 |
| 17 | The client reject all proposed solutions | Med | Low | Low-Med | 16 |
| 18 | The team fails to identify a major weakness with the proposed solutions. | Med | High | Med-High | 1 |
| 19 | The client hasn’t looked at the proposed solutions. | Med | High | Med-High | 2 |

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| **Risk #** | **Risk mitigation strategies** |
| **1** | The team members will review the analysis documents before/while creating the test methods. |
| **2** | Request pricing before proceeding with full testing, if none are available request a change in requirements from the client. |
| **3** | Update test criteria as any new requirements arise. |
| **4** | Share timesheets and ensure that we are all doing 32 hours per week. Share the workload evenly. Do extra hours to ensure deadlines are met. |
| **5** | Ensure it is user friendly and appealing to customers, ensure the ability for customised marketing and easily editable templates |
| **6** | Ensure workflow is easily controlled by backend. Thoroughly test backend before giving the next presentation. |
| **7** | Ensure that the number of orders per day is controllable and delivery dates are adjustable (perhaps automatically?) or outsourcing is possible? |
| **8** | Ensure the testing of the solutions is thorough and covers all of Copy Expresses requirements. Team members to take full responsibility of their recommendations and ensure that they are in the best interest of Copy Express. |
| **9** | Version Control applied, don’t use documents from previous iterations, only use the current ones directly downloaded from the current folder in the drop-box. Place all old documents that have since been updated in the “out of date documents” folder. |
| **10** | Ensure promised features are included in contract or at least in writing. |
| **11** | Ask to see evidence of business success to date, service contracts etc. Read all fine print, ensure that Copy Express is protested as much as possible |
| **12** | Ensure contracts include future upgrades, check the terms of future fees and price increases. |
| **13** | Carry on with the meeting. Send minutes to absent team member |
| **14** | Team discussion of different approach to solving the problem that could be researched.  Add work to the project plan; If none can be found start the next iteration. |
| **15** | Recover project files from the backup |
| **16** | Backup every week and ensure back files work |
| **17** | Provide the best possible solution that meets the clients requirements and within his budget. |
| **18** | Each team member evaluates each proposed solution individually and then compares strength and weaknesses. |
| **19** | Send email reminders. Start looking at API integration with current systems. |