**Transition Phase Risk Analysis – 11 October 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 the pricing adequately | Med | Med | Med | 6 |
| 2 | The team will not meet the milestone on schedule | Low | Med | Low-Med | 11 |
| 3 | The solution may not produce more orders | High | High | High | 1 |
| 4 | The solution will slow down the business process | Med | High | Med-High | 2 |
| 5 | The solution creates too much work for Copy Express | Low | Med | Low-Med | 14 |
| 6 | The team will recommend a substandard solution | Low | High | Med | 5 |
| 7 | Out of date reports and documents may be issued from the drop box | Low | Low | Low | 15 |
| 8 | Solution may not provide promised or implied future improvements | Low | High | Med | 7 |
| 9 | Solution costs more to operate than expected (post project risk?) | Med | High | Med-High | 3 |
| 10 | Team member is not present at a meeting | Med | Low | Low-Med | 12 |
| 11 | Project plan does not provide enough work to do 32 hours a week | Low | Med | Low-Med | 16 |
| 12 | Project files corrupted | Low | High | Med | 9 |
| 13 | Backup files corrupted | Low | High | Med | 10 |
| 14 | The team fails to provide the required Hand Over material | Low | Med | Low-Med | 13 |
| 15 | The team runs out of time to complete the academic hand over reports | Med | High | Med-High | 4 |
| 16 | The team will fail to prove they used the RUP Methodology | Med | Med | Med | 8 |

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| **Risk #** | **Risk mitigation strategies** |
| **1** | The team members will review the analysis documents before/while creating the test methods. |
| **2** | 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. |
| **3** | Ensure it is user friendly and appealing to customers, ensure the ability for customised marketing and easily editable templates |
| **4** | Ensure workflow is easily controlled by backend. Thoroughly test backend before giving the next presentation. |
| **5** | Ensure that the number of orders per day is controllable and delivery dates are adjustable (perhaps automatically?) or outsourcing is possible? |
| **6** | 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. |
| **7** | 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. |
| **8** | Ensure promised features are included in contract or at least in writing. |
| **9** | Ensure contracts include future upgrades, check the terms of future fees and price increases. |
| **10** | Carry on with the meeting. Send minutes to absent team member |
| **11** | Share end of project work equally, spend maximum time on every task to ensure maximum quality. |
| **12** | Recover project files from the backup |
| **13** | Backup every week and ensure back files work |
| **14** | Recorded the requested materials in the minutes for reference |
| **15** | Team members will work the hours required to complete on time |
| **16** | Will write in the team report how the project ended up being quite different than originally proposed |