DevAlarm Deliverable 3:

Risk Register

Team: **Cool Have Fun**

FIT2101 *Software Engineering Process and Management*

Risk	Impact	Likelihood	Monitoring strategy	Mitigation plan
Team member is sick and cannot do their work	Medium to High	Medium	Keep in regular contact with team members	Other team members should be ready to do the work, and therefore should be aware of the tasks assigned to others as well
Team member is not able to complete some of their tasks during a sprint	High	Medium	Raise any concerns (if any) with work that has been delegated to you Keep progress logs updated to monitor tasks completed	Offer help if that team member still cannot solve the problems Ensure work is delegated clearly and within each members ability
Team member cannot attend meetings	Medium	Low	Raise concern when a team member is missing at a meeting Meetings should be of a high priority	Ensure to clear plan of time/place of regular meetings Inform them of things discussed in the meeting afterward
Major changes to project specification	High	Low	Check unit announcement regularly Check with the client during meetings for any specification change	Negotiate with the client to reach a more reasonable change in specification and project deadline.
Customer is unavailable	Low	Low	Maintain consistent communication with the customer	Decide on a regular time for meetings when the customer is consistently available Refer to the Product Owner for the project requirements
Infrastructure issues	High	Low	Monitor region status for the selected cloud provider. Pay attention to any status alerts.	Be prepared to use a different cloud provider / host if necessary. Ensure redundancy in infrastructure implementation.

				Use services with high availability wherever possible.
Team member does not complete any work during a sprint	High	Low	Team members should update on progress via Facebook Messenger daily and during team meetings. Other members should follow up if they have not received any updates in a day or two.	Be prepared to be able to complete the rest of the project without said team member if this issue becomes a regular occurrence. Contact tutor to notify them of this team members lack of contribution.
Entire team is unable to complete a particular task	High	Medium	Encourage team members to communicate regularly and discuss technical problems.	Be willing to renegotiate requirements with client if necessary. Use pair programming to share knowledge. Encourage individual research. Break large tasks down into smaller problems. Utilise online resources to resolve technical problems.
Disagreement regarding assigned tasks	High	Medium	Communicate during sprint planning and indicate any possible problems with assigned tasks.	Scrum master should facilitate interactions to ensure that all members can come to a consensus via a productive discussion.