**Risk Management Plan**

**A. General Information** *Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document; Date/Control Number – The date the plan is finalized and the change or configuration item control number assigned.*

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| --- | --- | --- | --- |
| CARKILA |  | Vehicle Rental  Mobile Application | |
| ***Project Title:*** | ***Project Working Title:*** |
| ***Proponent***  ***Secretary:*** | ***Proponent Agency:*** |  |  |
| OMAC, Justin Jullian M. |  | 03/04/2  018 | 1.0 |
| ***Prepared by:*** | ***Date / Control***  ***Number:*** |  |

# B. Risk Management Strategy

## Risk Identification Process

*Describe the process for risk identification.*

Firstly, we must identify, itemize and define each risk and its relationship. The next step is to assess the impact of each risk to the success of the projects implementation, how risks affect cost, performance impacts and functional impacts. After identifying risks, we then create a prioritization of risks that have highest negative impact to the function, cost and performance of the system, from most critical to least critical the last step is to create a mitigation plan for every risk then to track and monitor the mitigation implementation of every risk.

## Risk Evaluation and Prioritization

*Describe how risks are evaluated and prioritized.*

We are setting the scope around a working prototype from development to implementation; therefore, operating costs are not factored. The biggest risk is being able to produce the mobile application on time and meet deadlines next is the performance of the mobile application, such risks include, mobile device compatibility, bugs in the system and user interface and experience.

## Risk Mitigation Options

*Describe, in general terms, the risk mitigation options.*

To mitigate risk, the developers must employ quality checks in developing the mobile application, there must be an outside entity to test for stability and issues, next is to tackle user interface by minimalizing clutter in the mobile application, by developing a smooth flow structure and keep terms to a minimum level of comprehension.

## Risk Plan Maintenance

*Describe the methods for maintaining or updating the risk plan.*

To maintain the mobile application, feedback is important and risk tracking, feedback such as the feedback from testing the functionalities and the flow of the mobile application, also to create a list of identified and possible risks and create a solution to them or to understand the feedback given from the testing.

## Risk Management Responsibilities

*Identify individuals with specified risk management responsibilities.*

|  |  |
| --- | --- |
| ***Individual*** | ***Responsibility*** |
| Project Manager | The Project Manager must ensure that deadlines are met, appropriate task have been assigned and that strategies and contingency plans are developed during the developmental phase of the project. |
| Program Developer | The Program Developer must ensure that milestones are delivered to disseminate the progress of the mobile application’s development. To update and improve the mobile application and to allow testing and modifications of the mobile application. |
| Document handler | The document handler must ensure that all documents are properly completed and that the all files and deliverables are submitted. |

**C. Risk Analysis Summary** *Using the table provided, list each risk identified, the probability of occurrence, the expected impact level, a description of the impact, and when the risk event is likely to occur.*

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| --- | --- | --- | --- | --- | --- |
| ***Risk Number*** | ***Risk Name*** | ***Probability of***  ***Occurrence (Note 1)*** | ***Impact Level (Note 2)*** | ***Impact Description*** | ***Time Frame (Note 3)*** |
| 1 | Unmet deadlines | 70% | 5 | All projects have milestones and deliverables that must be on time, if they  are not passed on time the project will be delayed. | During development. |
| 2 | Learning Curve for developers | 70% | 5 | As is the same issue in risk 1, this will delay the project, because of a lack of understand with the development environment. | During development. |
| 3 | Performance issues | 20% | 4 | Performance issues such as sustainability and scalability will be an issue if the mobile application will be an initial success due to the limitations of the current  project’s budget, time and resources. | During implementation. |
| 4 | Compatibility with mobile devices | 20% | 4 | Since there are a multitude of android devices and versions, compatibility may be an issue. | During implementation. |
| 5 | System bugs | 70% | 4 | Bugs will always affect the performance of any system, since there is a lack for resources to provide adequate amount of  beta testing, system malfunctions are sure to incur. | During implementation. |
| 6 | Market share, inviting people to use the mobile application | 50% | 4 | If there are no users to use the mobile application, then there is no point in further development. | During implementation. |

**Note: 1. Probability of Occurrence is the percentage of likelihood that the risk will occur.**

* 1. **Impact Level is a score of one to five. One is the least impact and five is the highest impact.**
  2. **Provide time frames in fiscal years and quarters, if known.**

# D. Risk Response Summary

*Prioritize and describe the plans for responding to each risk identified and evaluated in Section C.*

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| --- | --- | --- | --- | --- | --- |
| ***Risk Priority*** | ***Risk Number*** | ***Risk Name*** | ***Responsible Person*** | ***Mitigation Action(s)*** | ***Response Trigger*** |
| 1 | 1 | Unmet deadlines | Project Manager Project documenter | It is in the performance of the project manager that the PM is the steering committee for the project to be directed into the right path. The PM must ensure that the deliverables and milestones are in check with the Gantt chart and WBS. | Delayed milestones or deliverables. |
| 2 | 2 | Learning Curve for developers | Project Developer | Project developers must familiarize themselves with the working environment, the system to be used, new technologies and old technologies to be depended on and the skill level at  stake for development. | Difficulty in development, lack of skill to continue development. |
| 3 | 5 | System bugs | Project Developer | Since there is no actual testing team due to limitations of the team’s budget and size, the team will rely on the feedback of is users to improve and  debug the system. | Bugs that may occur during implementation  . |
| 4 | 4 | Compatibility with mobile devices | Project Developer | With the same response for risk number 5, we will rely on user feedback for further developments and improvements for the system. | Incompatible devices and installation attempts. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | 3 | Performance issues | Project Developer | Since this is not a priority, scalability and sustainability in te future may be managed by subscribing to a better suited cloud service and improving the infrastructure of the system. | If the mobile application is successful and will have an exponential increase in users. |
| 6 | 6 | Market share, inviting people to use the mobile application | Project team | It is easy to be able to market mobile applications by use of social media and targeting the correct users for the mobile application, by creating pages and posting in proper communities.  Establish a brand name to better create a word of mouth way to increase market share. | Lack of users, end of  development and launching of the mobile application. |