

Project : <InPower-Admin>

Project No: <001>

As At: <16-06-2024>

No	Description	Impact	L'hood	Owner	Mitigation Strategies	Contingency Plan
1	Client Changes Topic	H	L	All	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Document all work done so to have evidence of hours worked</li> </ul>
2	Team member temporarily unavailable	M	H	All	<ul style="list-style-type: none"> <li>Encourage group members to share any scheduled conflicts early in project so time unavailable may be scheduled around</li> </ul>	<ul style="list-style-type: none"> <li>Tasks to be re-allocated to other group members</li> </ul>
3	Team member drops course	M	M	All	<ul style="list-style-type: none"> <li>Ask early in semester if any team members are considering dropping course</li> </ul>	<ul style="list-style-type: none"> <li>Contact unit coordinator for guidance</li> <li>Contact project advisor for guidance</li> </ul>
4	Task takes longer than expected	M	H	Project Lead	<ul style="list-style-type: none"> <li>Ensure PBIs are broken down to atomic level to limit uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>PBIs to be reallocated to different team member if not completed, and re-assessed to see if can be broken down further</li> </ul>
5	Team skill set (programming language) does not apply to given project	H	L	All	<ul style="list-style-type: none"> <li>Open communication with client as to what skills the team possesses</li> <li>Open communication with client about how long learning new languages can take</li> </ul>	<ul style="list-style-type: none"> <li>Tutorials, guides and YouTube videos should help to</li> <li>Increased time allocated to PBIs, communicate with client to reduce expectations</li> </ul>
6	Client expects more than can be realistically completed in project time frame	L	H	Project Lead	<ul style="list-style-type: none"> <li>Team member nominated as single point of contact with Client. Most likely should be project lead.</li> <li>Estimations based on PBI and Trello board should provide accurate estimations of time requirements</li> </ul>	<ul style="list-style-type: none"> <li>Intervention from Course Coordinator may be needed</li> </ul>
7	Data loss mid project	L	L	All	<ul style="list-style-type: none"> <li>Keep all documents saved in Teams on cloud</li> </ul>	<ul style="list-style-type: none"> <li>Team member must quickly notify Project lead so as to decide best course of action</li> </ul>
8	Low team member productivity	M	M	Project Lead	<ul style="list-style-type: none"> <li>Small but frequent tasks (PBIs)</li> <li>Timesheets to be checked weekly to ensure adequate time is invested each week</li> <li>Team members work to be checked by group during Sprint Review to ensure accountability</li> </ul>	<ul style="list-style-type: none"> <li>Project lead to reach out to identified team member to establish issue</li> <li>Course coordinator to be contacted if persistent issue</li> </ul>
9	Inadequate Project Management	H	H	All	<ul style="list-style-type: none"> <li>Regularly timetabled meetings</li> <li>Utilising a Trello board</li> <li>Defining communication channels and effective document sharing (will be done via Teams)</li> </ul>	<ul style="list-style-type: none"> <li>Rotate project lead</li> <li>Look to advisor for guidance</li> </ul>
10	Unexpected / Missed Assignment 3 document	M	H	Project Lead	<ul style="list-style-type: none"> <li>Ensure early reading of project requirements</li> <li>Set early submission deadline for group to allow time for project advisor to check over work</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>