

Risk Register

ID	Risk Description	Likelihood to occur	Impact if the risk occurs	Severity (Rating based on impact and likelihood)	Monitoring Strategy	Mitigating/Contingency Action (how to make it less likely to happen or its impact less severe)	Progress on actions
1	Other members unavailable due to external work	Low	Medium	Medium	<ul style="list-style-type: none"> - Review team member availability weekly - Daily updates on asana to track member's progress - Update teammates at least 1 week in advance of possible unavailability due to external work 	<ul style="list-style-type: none"> - Agree on days to work on the project in advance - Divide work evenly so that if one member is unavailable the team's progress isn't severely affected (as opposed to if some members had more work than others) - Reallocate team's work between available members 	
2	Product owner is unavailable in critical times. Cannot be contacted.	Low	High	Medium	<ul style="list-style-type: none"> - Regularly review availability of team and product owner through online communication 	<ul style="list-style-type: none"> - Schedule meetings with the product owner and team frequently and note down in detail project requirements → reduces impact of this risk as the team would have product owner's vision to fall back on in their absence - Agree on specific times when the product owner and team must be available for meetings, etc → reduces likelihood of product being unavailable - Make the decision as a team 	

3	Project scope wider than anticipated	Medium	Medium	Medium	<ul style="list-style-type: none"> - Project scopes is to be reviewed at the start and end of each sprint cycle. - the latest build of the project is tested and accepted by the product owner at the end of sprint cycles - Progress is reviewed at the end of each sprint so the scopes can be reviewed and reconsidered if necessary. 	<ul style="list-style-type: none"> - Team should report to the project owner the aspects of the project that is out of the scope and explain the costs related to implementing the respective features. - If issues aren't resolved through communication alone, a meeting should be scheduled to discuss the issue further. 	
4	Team members leaving	Low	High	High	<ul style="list-style-type: none"> - If team members could be leaving the team due to experiencing difficulties in the team or in-life, it is advised that the member should report such circumstances to the scrum master or the team itself as the circumstances arise. 	<ul style="list-style-type: none"> - If a team member is to be leaving the team, they should make sure that his/her part of the work is transferable to another member. (i.e. all artefacts are standalone and readable by any team member) - Preferably, there should be a 2 weeks notice given to the team before the member is able to leave, so the overall disturbance to the team's workflow is minimised. 	
5	Limited knowledge in certain areas e.g	Low	Medium	Medium	<ul style="list-style-type: none"> - Project manager can check the Asana weekly to know if the work can be done before the deadline. - Project manager can 	<ul style="list-style-type: none"> - Team members should make sure they choose to work on tasks appropriate to their programming knowledge. - Allow sufficient time for each team member to learn the basics of 	

	tech used, coding language				select the member by checking does he have the needed tech.	<p>Javascript.</p> <ul style="list-style-type: none"> - Project manager should choose the staff which has the needed technical skills In the first step. 	
6	Failure of collaborati on platforms	Mediu m	Medium	Medium	<ul style="list-style-type: none"> - Pushing each completed features or tasks regularly as they are finished. - Avoid completing everything at the last minute. 	<ul style="list-style-type: none"> - The work done should be submitted early so that we can resolve any potential problems before the specified deadline. 	
7	Team member unavailabl e due to sickness	Mediu m	Medium	Medium	<ul style="list-style-type: none"> - Review team member availability weekly through Messenger - Daily updates on asana to track member's progress - Update other team members immediately about unavailability due to sickness 	<ul style="list-style-type: none"> - Reallocate the ill team member's work among the other team members for the remainder of the current sprint/ or until team member is well enough to get back to work - When team member returns, reallocate remaining work. - Divide work at the start of the sprint evenly so that if one member is unavailable, the team's progress isn't severely affected. This is because the ill team member's work can be evenly distributed across the remaining members. 	Updated 5/9/19 Mitigation/Contin gency plan implemented.