**Risk Management Table**

**XYZ Project**

**Date 2010**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk #** | **Issue** | **Risk Area** | **Response** | **Impact** | **Probability** |
| R-01 | Unfinished draft of XML – ANSI/NIST – ITL 2-200X | Technical and Project | THE ANSI/NIST ITL 2-2008, Part 2 Standard was approved on 7/12/2008.  As of 3/01/2009, the standard is considered prone to changes rather than unfinished. | V. High |  |
| R-02 | Procurement of hardware and system software environments | Technical | Early definition, analysis of procurement options, contingency plan (government). | Medium |  |
| R-03 | Installation and maintenance of requirements and configuration management tools | Technical, Financial | IBM Rational tools not included in budget. Preferably, Government Furnished Equipment will have these tools installed.  Resolution:  The FBI COTR has agreed to the use of WVURC developed tools described in Appendix A of the December Monthly Status Report.  The WVURC purchased a version control hosting service from SourceHosting.net. | Medium |  |
| R-04 | Agreement on the software development environment | Technical | Timely discussion with COTR and technical representatives. | Low |  |
| R-05 | Standards discrepancy comparison and resolution | Technical and project | Firm delivery date and contingency plan  Establish a monthly technical meeting between the FBI, WVURC and NIST to communicate and collaborate on any issues. | V. High |  |
| R-06 | Requirements change outside of standards | Technical | Discussions with FBI COTR to possibly incorporate changes.  An impact analysis and rough order of magnitude will be prepared to detail any changes to technical requirements and their effect on project time, cost, and other project parameters. | V. High |  |
| **Emerging Risks** | | | | | |
| R-07 | Rejection of configuration management tools used by WVURC | Technical | The principal scientific investigator will develop a description of the configuration management tools and processes that will be used.  The FBI will provide feedback on intended tools.  A description of WVURC proposed configuration management tools was provided to the FBI in Appendix A of the November Monthly Status Report.  WVURC selected configuration management tools were approved by the FBI. | Low |  |
| R-08 | Insufficient test data for tool validation | Technical | The WVURC will request additional test files from NIST.  Generate data from existing tools.  WVU has employed a student in the role of test data engineer to address this risk. | Medium |  |
| R-09 | Proprietary constraints on the distribution of source code obtained from third-parties | Technical; Project | The WVURC will seek clarification from the FBI as to the level of freedom required in the re-distribution of source code  The WVURC will examine the use of third-party tools for code generation and their distribution constraints   * ANSI/NIST ITL Software will be distributed without libraries that have proprietary constraints. | High |  |
| R-10 | Insufficient funding for creation of a conversion tool not requiring the Java Virtual Machine (i.e. developed using the C++ language). Possible delays in meeting the deliverable deadline. | Technical; Project | The FBI will provide official approval for development of a conversion tool using C++ language  The WVURC will seek additional funding from the FBI to ensure adequate resources for completion of the project. | V. High |  |
| R-11 | Insufficient staffing levels to perform project work | Technical; project | The WVURC will seek to hire additional student personnel for project work  The WVURC will seek additional funding from the FBI to ensure adequate financial resources for planned new hire | V. High |  |

**Appendix A**

**Risk Table Explanation Summary**

**Risk Impact Key**

**\*The impact of the risk will never change, but the probability of the risk occurring can change in a**

**given period\***

**Risk Probability Color Key**

The relative likelihood that the risk will occur is low.

The relative likelihood that the risk will occur is high. The risk is imminent.

The relative likelihood that the risk will occur is medium. Proceed cautiously.