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| **Project Abbrev and Name** | CBIB - A tool for managing research outputs | **Client/Supervisor + Email** | Prof Tommie Meyer  tmeyer@cs.uct.ac.za |
| **Date** |  | **Tutor + email** | Nosipho Khumalo  khmnos002@myuct.ac.za |
| **Team Members** | Takunda Chikondo  Keegan Naidoo  Katlego Gaveni |  |  |

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| **Risk Condition** | **Consequences** | **Cat** | **Prob** | **Impact** | **Mitigation** | **Monitoring** | **Management** |
| **Unrealistic schedules and budget** | Unable to meet deadlines and run out of money |  | Medium | Critical | Convince stakeholders to re-evaluate time frames that both parties agree with | Keep track of deadlines and finances continually | Reduce quality and remove non-essential features |
| **Team member falls ill** | Delays project, reduces productivity |  | Medium | Marginal | Work in a healthy environment and keep your workplace clean | Look for signs of sickness and take action as soon as symptoms show | Disperse the sick persons responsibilities amongst the other group members |
| **Poor definition of Scope** | Develop a product that doesn’t meet the requirements |  | Low | Catastrophic | Have frequent and regular meetings with stakeholders | Constantly demo product to stakeholders to ensure that it meets requirements | Redefine scope and redevelop the project |
| **Poor conflict Management** | Reduce productivity if the team is arguing among themselves |  | Low | Marginal | Have a high level of communication and team building | Have weekly meetings to discuss arguments and disagreements | Team Leader needs to facilitate arguments between members |
| **Poor attitude towards quality** | The final product is poorly designed and inefficient |  | Medium | Critical | Have a quality assurance test regularly | Check that the product is efficient and isn’t being poorly designed | Change the product to improve design |
| **Solution doesn’t work well with current system** | The product isn’t very useful and cannot be used unless the current system is changed |  | Medium | Catastrophic | Iteratively integrate the product with the current system during development | As soon as the product doesn’t integrate with the system, change the product | Redesign the product to integrate with the system |
| **Users reject product** | The product is ineffective because users do not know how/ do not want to use it |  | Low | Critical | Test and teach users how to use the product with a training course | Demo the product to users while developing it to identify what they prefer | Train users and reconfigure the product to fit the user |