

Risk Register

CITS3200 Team 15 – UniPark Booking System

Preface:

This document outlines the possible risks and their associated possible impacts. Mitigation strategies to avoid each risk are also discussed.

This document is based off a template found at: <https://www.smartsheet.com/risk-register-templates>

1.0 Risk Register Description

1.1 Risk Description

- Summary of the risk

1.2 Impact Description

- What will happen if the risk is not mitigated or eliminated?

1.3 Impact Level

- Rating 1 (LOW) – 5 (HIGH)

1.4 Probability Level

- Rating 1 (LOW) – 5 (HIGH)

1.5 Priority Level

- (IMPACT * PROBABILITY)
- Address the highest first

1.6 Mitigation Notes

- What can be done to lower or eliminate the impact or probability?
-

2.0 Risk Register

Risk Description	Impact Description	Impact Level	Probability Level	Priority Level	Mitigation Action
Going off track and not completing the client's priorities.	The project will not be completed in time and will fall short of the client's expectations	5	2	10	Set deadlines, manage time using Gantt charts. Project manager to keep track of time.
Storing user data in a non-secure way	Private user data being vulnerable to external people that leads to security concerns.	3	3	9	Create passwords hashes, secure emails, names etc. in a secure way to protect data being leaked.
Being unfamiliar with a programming language being used	Members not having proper education/training leading to inability to complete project.	2	4	8	Education/pre-reading on different coding languages before undertaking the task.
Not knowing how to use GitHub / Git	Team members not fully understanding how to use GitHub to upload code, leading to code not being uploaded and no progress on the project made.	5	4	20	Education/pre-reading on how to use github and how to push, pull and merge branches.
Not documenting code / information sources well	Documentation/minutes not being completed properly leading to confusion on allocation of tasks within the group and the inability to read back through meetings.	4	2	8	Designate a team member to take minutes consistently to avoid any confusion and keep a consistent record of minutes in a familiar format.
Exceeding project timeframe	Spending too much time on one feature that results in delay in other features, and causing the project to be complete way past schedule	4	3	12	Project manager keeping team members on track during meetings and reminding members of deadlines to avoid falling behind.
Final product is of poor quality	Misunderstanding of project scope, objectives, and features. Poor future reputation.	5	2	10	Understand user stories and have regular meetings with clients to ensure their needs are met.

Communication breakdown in the group	Team members not fully communicating in meetings or asking for help on certain topics leading to the project not being completed.	5	1	5	Project manager keeping on track of everyone's deadline and tasks as well as team members keeping up to date on group conversations
Accidentally deleting files	Results in loss of valuable progress that can set the schedule back several steps.	5	3	15	File backup daily.
Unable to contact a team member	Progress slows down, heavy workload on other team members	2	5	10	Have each other's phone number, Facebook Messenger, MS Teams contact
Team member/s get sick / fall ill	Progress slows down / more work placed on fewer group members	1	5	5	Don't give one person too large a portion of the project to complete, so that if they cannot do work it is not so much left for everyone else to pick up
Other university assignments will be due at the same time as this project's deliverables.	Progress slows down, work on parts of the project stop to accommodate other university commitments	3	5	15	Plan ahead to know when other assignments are due so we can work around them.

3.0 Top 5 Risks

(5 highest priority level risks)

1. Not knowing how to use Github / Git
 2. Accidentally deleting files
 3. Other university assignments will be due at the same time as this project's deliverables.
 4. Exceeding project timeframe
 5. - Project is of poor standard
- Not meeting client requirements
- Unable to contact a team member
-