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. Risk Register Description
   1. Risk Description

* Summary of the risk
  1. Impact Description
* What will happen if the risk is not mitigated or eliminated?
  1. Impact Level
* Rating 1 (LOW) – 5 (HIGH)
  1. Probability Level
* Rating 1 (LOW) – 5 (HIGH)
  1. Priority Level
* (IMPACT \* PROBABILITY)
* Address the highest first
  1. Mitigation Notes
* What can be done to lower or eliminate the impact or probability?

2.0 Risk Register

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| --- | --- | --- | --- | --- | --- |
| 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. |

1. 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