

Risk Analysis and Mitigation Memo

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To: Leadership Team

From: Walter Hernandez, Project Manager

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Subject: Risk Analysis and Mitigation

The goal of the degree progress program is to create an intuitive form for students to simply keep track of their college career progress, by means of user-friendly UI and UX. By providing a program as such, students can become more conscious of their studies. Each user or student can track their curriculum and credit hours information case-by-case. The academic institution believes that the students should have access to and be involved with their academic information. The design of the program should be able to house multiple graphics. It should also be able to manage and migrate student information into its future respective location. The student information should be assigned by secure means and its respective future location. A major end objective is to provide a clean, bug-free, and accurate program.

Before mentioning the core project team members, the key Stakeholders will be acknowledged. The Project Sponsor is Jane Smith. Her responsibilities consist of appointing the Project Manager and defining the success, and overall accomplishments, of the project. The Core Stakeholder is Arthur Bowman. Arthur has great investments in the project; therefore, he will be informed on budgets, Gantt charts and project scheduling, Project progress, deliverables, and the final project report. John Doe is the Project Manager, and his core team follows. John oversees creating the Project Charter, developing a management plan, defining the project scope, essential scheduling, and overseeing the project budget. John is also monitoring the progress of the

project. The project deliverables, risk management, project final report and project reflections are also his responsibilities. He will guide his team and relay any mission-critical success. Shila Cole will be the Systems Analyst. Her responsibility is to create a test plan for all system components. She will be testing all the scenarios in the test plan for proper execution. She will ensure that the front-end and back-end of the program blend and function free of bugs.

Shila will also assess and manage risks relating to the project life cycle. Ana Fischer is the Middleware Application Developer. Ana oversees the engineering of the user interface prototype. She will create the architectural design on the front end of the application. Other tasks she is responsible for include the graphical interface, developing the web code to receive data from the back end, and assuring the application goes live. John Jones is the Backend Systems Analyst. John's primary goal is to create the architectural design for the back end of the application. He will develop the back-end code for the application for the data processing and web application. Just like Ana, he will also be responsible for making sure the application goes live. Throughout the entire project, Jane the sponsor will be informed of the project charter, project scheduling, and the final project report. She will also be informed on budgets and when the application goes live.

The Project Risk that will be analyzed is interpersonal conflict. The likelihood of the risk occurring is low. Although the chance of the event occurring is low, interpersonal conflict can affect numerous aspects of the project. The Work Breakdown Structure, budget, schedule, and employee retention can all be toppled if interpersonal conflict gets out of control. Most of all, the professionalism and reputation of the team can be critically demolished. A quality final product depends on a strong team bond. Fostering a team where everyone feels heard ensures a successful outcome with a less stressful environment.

Numerous aspects of the Project depend on the risk of interpersonal conflict. For one, scheduling is affected. One of the reasons is that team members become entangled with stress from interpersonal conflict. The team members may then begin to take numerous days off to avoid conflict in the workplace. On other occasions, disagreements or high tensions may take time away from daily tasks. Another effect may be that if interpersonal isn't managed right, then team members may begin to resign. If Shila resigns for example, Ana and James will then have to carry the weight of testing the front-end and back-end of the application. It then takes time to hire another member and catch them up to speed. Therefore, compromising the quality or schedule of the project. The implications if the risk isn't addressed can higher costs, extended times, and a scope that has completely veered off its tracks. The higher costs may arise because of taking time to hire another employee or an intense conflict resolution. The time it will take to complete the project is then extended while the situation resolves, and the scope of the project becomes impacted by potential distractions. A plan is required to resolve interpersonal conflicts. A first great step is to bring awareness to the team early in the project. A small training course can be performed annually to refresh the team of interpersonal conflict resolution. Part of the program can define professionalism and ethics in a workplace. Another part can define the steps to resolving a disagreement or conflicts. Organization is key to the program's success. The dispute process should be handled by an outside party that does not have a conflict of interest. The steps to resolving an issue can begin by maintaining professionalism throughout the process. There can be two categories of escalation levels. Level one can be simple conflicts which can be resolved at the lower level and by easy conversations. Level two is at a higher level and requires involvement in HR and management. Regardless of the levels, there needs to be an open-door policy so that employees are comfortable with reporting conflicts of any type.

The proposed mitigation plan can avoid many of the problems previously mentioned. Although almost impossible to avoid, the risks of having interpersonal conflicts are greatly reduced. The time, budget, and scope of the project can be better handled with such mitigation. It may take a few extra hours of training time, and a minimal increase in costs, but the tradeoffs assure an effective risk management plan. The mitigation plan can assist with assuring a quality final product, along with professionalism at every level of every milestone.

The proposed mitigation plan is vital to the success of the team. Further on, if the team knows that there is an open-door policy for interpersonal conflicts, then perhaps their ability to remain professional can endure beyond the project. The team members will be able to rest assured that problems aren't being swept to the side, or that their voices aren't being heard. When all the parties are aware of the effort being put into the project team, then they can trust in well-developed applications with the upmost quality. The team can remain focused, and the Parties of interests' trust can be stronger than ever.

Cohesiveness is key to a successful project. As stated before, the risk of the event occurring is low, however, if it does occur, the consequences can have dire effects on a project. The Project has the potential to add value to the university system, and the foundation of the innovative application should start with positive energy and great teamwork. Fostering a workplace with professionalism can spawn a team with outstanding applications and paradigm shifts. In a project, the triple constraints of scope, time, and costs should maintain as much integrity as possible. People are the foundation of any project, therefore having a well-thought-out mitigation strategy can launch a team that can tackle any project it faces. People are just as important as the final product.