**Risks (.doc version)**

1. Vague Scope of the final deliverables

Communicate with client to clarify the project scope and the final products they are expecting, take the difficulty in technical implementation into serious consider, try to avoid unrealistic estimations or objectives. Make sure everyone contained in this project is on the same page, they need gain the same level of understanding.

1. Changing client requirements and priorities

Try to make all the project stakeholders realize that the consequences and potential risks towards the mid-way changes. If the risk is happening, we could firstly Analyze the actual impact on current state of the work, identify which part of work will be affected after the change, then divide those parts into different tasks. Besides, adjust the project milestones to leave adequate time for modifying.

1. Inevitable absence of some team members during meeting

Considering this is a big team, we cannot expect or ensure every meeting with no absence for the diverse course scheduling. However, we could try to make sure that we have at least 5 members to discuss with some vital issues during the meeting. And if some got sick, there must be some replacement to help that member to play he or she’s role.

1. Poor communication with the client

Two aspects of communication: Efficiency and quality. It will be better if we define clearly what decisions could simply made within the team and what decisions should be made together. Use “Discord” instead of “Zoom” to prevent the termination of their services in Chinese mainland area. Carry a team meeting earlier before the client meeting, assign a meeting holder and prepare a question set in advance to prevent the possible chaos.

1. Unexpected delay of the deliverables.

Always take everyone’s capabilities, advantages and weakness into consider when assign tasks. Keep a close eye on the possible factors that may cause the delay. Inform client the delay as soon as possible. Using agile development pattern to deliver small incremental to show our progress and commitment rather than nothing at all when we cannot catch the origin deadlines.

1. Underline risk of the COVID-19

Due to the uncertainty and seriousness of the epidemic situation, we canceled all the offline meetings.

1. Client’s privacy and data leakage

We will not record the client meeting for preventing the information that client provides and presents. Client will provide us small sample data rather than the whole dataset they have in their databases.

1. Face hard technical matters

Mobilizing all available resources and contacts to seek help from client, tutors, course conveners, and our friends. Never stuck in one specific team member. Otherwise, brainstorming within our team, and give fully play to the advantages of teamwork.

**Resources**

|  |  |
| --- | --- |
| Human Resources | creative team members, reliable client, professional financial expert |
| Knowledge | Software engineering, Data science, financial and accounting |
| Software | Github, Google drive, Discord |
| Material provided by client | Portfolio, sample data from databases |
| Web data | Market trend, deep tech companies |

**Potential Costs**

|  |  |
| --- | --- |
| Time cost | programming, self-learning, researching, reporting, writing, reviewing |
| Equipment | Web server, Software |
| Legal consulting | Agreement, intellectual property |
| Other hidden costs |  |