# Risk Management

## List of Risks and Probability

Indicator: **1** – Very Low **2** – Low **3** – Medium **4** – High **5** – Very High

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| --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Severity** |
| Poor schedule and time management planning | 1 | 2 | 2 |
| Excessive schedule pressure reduces productivity | 2 | 2 | 4 |
| Lack of required knowledge / skill in the project personnel | 3 | 2 | 6 |
| Late changes to requirements | 3 | 3 | 9 |

## Risk Assessment

Based on the table above, the risks are sorted and prioritized according to their probability, impact and severity. The first risk is quite a common problem among project teams as it commonly caused by poor punctuality, procrastination during work times, indecisiveness when facing multiple incoming or ongoing activities. The second risk involves the nature of each team member as it is possible from them to reduce the productivity of their work due to the considerably large amount of work needed to be done as they can be persistently falling behind in the task and the need to catch up all those tasks in a short amount of time. Next, the third risk is the lack of required knowledge within the team as the team member have little to basic knowledge of the ongoing project that required in which the web development area that includes PHP, HTML and JavaScript. Lastly, the fourth and last risk includes the late changes within the requirement of the system. This is where the team implements last minute important changes as it might improve the system whereas it can get into more complications.

## Risk Mitigation Plan

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| --- | --- |
| **Risk** | **Mitigation Plan** |
| Poor schedule and time management planning | * Prioritize important tasks first |
| Excessive schedule pressure reduces productivity | * Keep track and limit the time spent on each activities. |
| Lack of required knowledge / skill in the project personnel | * Learn online (YouTube, W3schools, etc.) |
| Late changes to requirements | * Implement Agile methodology |

As shown on the table above, the risk and their respective mitigation plans are arranged based on the severity in which the most severe will be at the bottom and the least severe will be at the top. For the first and least risk, each team member need to prioritize their tasks in which includes the other units that they have taken and decide which is more important than the other. To mitigate the second risk, each team member would be keeping track of all that the member has done and limit the time to be spent on each task in which dividing the time slot equally and considerably. Next, the third risk’s mitigation plan is to learn the knowledge outside the university whereas in this case, team members need to learn PHP, HTML and JavaScript in which they need to familiarize the concept of web based application. The last risk’s mitigation plan is to create a “sprint” session on every one or two weeks to ensure that the software development is on track. Also, a backlog also needed to be created on the first week and it need to be referred back and update it on each end of a “sprint” session.