

Risk Assessment & Mitigation

Group 3
Assessment 1

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Risk Management Process

This document breaks down the issues that we anticipate encountering throughout our project. All entries have been agreed upon by all team members before they were added. Although many potential problems could be identified at the beginning of the project; any foreseeable risks encountered during the run of the project will be added as soon as they are feasible.

We have agreed that to best manage this document and what it represents we should revisit it regularly during meetings allowing us to update, append and discuss it. Each group member will also be expected to track the risks they own and report back on them to the group during these meetings.

For higher likelihood risks the owner is also responsible for taking preemptive measures to mitigate/prevent an occurrence. These steps may take more work such as completing backups of shared documents. In these cases, we hope that going over currently listed risks again will ensure these tasks are always completed.

Risk Register

Fields of note

Type:

We have split our risks into four different types based on their causes and effects. This is to allow us to better track what risks could happen at different stages. We can also use these categories as a shorthand for what can be prevented/mitigated. They are as follows:

- *Implementation* - Risks that could affect our ability to create the product.
- *Product* - Risks that relate to a change in what we are working towards.
- *Technology* - Risks that could be triggered by the technology we are using.
- *Team* - Risks caused by people within our team + the customer.

Likelihood:

How likely an occurrence of this risk is. Also affects how actively we need to monitor/work to prevent it. Categorized as follows:

- *High* - The risk will most probably affect us during the project and must be prevented/accounted for
- *Medium* - The risk occurring is not entirely unlikely but we should be prepared for it
- *Low* - The risk likely won't come to fruition during our project but is still worth monitoring just in case

Severity:

Describes how much an instance of a risk will affect our project. Will also affect how much planning we should do for the event it does occur.

- *High* - The risk will have a detrimental impact on the development of the project causing long-lasting or substantial loss on the final product.
- *Medium* - The risk will have a noticeable impact on the development of the project causing short-term or minor long-term consequences.
- *Low* - The risk will have a negligible impact on the development of the project creating minor short-term consequences.

Owner:

Shows who is taking responsibility for managing a risk. In the event that the management must be done individually or collectively, the owner is listed as everyone.

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ID	Type	Description	Likelihood	Severity	Mitigation	Owner
R1	Team	The loss of or unavailability of a team member	Medium	High	Allocate multiple people to the same work or make sure everyone's work is up-to-date and can be viewed on google drive	Ben
R2	Technology	A team member's laptop isn't working	Medium	Medium	Use of university machines and if necessary relocation of work until fixed	Everyone
R3	Technology	A local repository becomes corrupted	Low	Low	Clone repository again	Everyone
R4	Technology	GitHub goes down	Low	Medium	Use repositories stored locally and consider different version control system	Harry
R5	Implementation	Someone pushes a commit that deletes everything	Low	Medium	Implement voting on pushes or rollback repository	James
R6	Technology	Google Drive goes down	Low	Medium	Back-up on the local drive.	Ivan
R7	Technology	Losing data	Low	Medium	Back-up online and have multiple copies on other systems.	Everyone
R8	Implementation	Someone steals our work	Low	Low	Contact CS exam team	Cai
R9	Team	We lose contact with the customer(s)	Low	High	Email CS teams to ask what happened	Cai
R10	Product	The requirements change	High	High	Leave the description on every function implemented which will make the re-edit faster.	Everyone
R11	Technology	A used library is discontinued	Low	Low	Change libraries or continue using the library	Everyone

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					if significant to the project.	
R12	Implementation	Implementation of unnecessary features	Medium	Low	Delete these features, Reconsider time spent on what	Everyone
R13	Team	We fall behind schedule (e.g. spend too much time on specific features)	Medium	Medium	Assign other members to / shift the focus to more important aspects of the project.	Ben
R14	Technology	The software used doesn't have good support for technical issues	Low	High	Use a different piece of software or ask for help from someone with experience with the software.	Harry
R15	Product	Unexpected behaviours we haven't accounted for	High	Medium	Attempt to resolve or patch the issue.	Everyone
R16	Product	An accessibility need arises that we hadn't accounted for	Low	Medium	Attempt to implement features to account for the need.	Everyone