

Risk Assessment and Mitigation 1

Cohort 1, Group 6

Group Members:

Hussain Alhabib

Ellen Matthews

Minnie Poon

Jason Ruan

Daniel Smith

Owen Smith

Our Risk Management Process

To manage risks within our project, our team follows a streamlined risk management process. We use a Risk Register to identify, assess, mitigate and track risks throughout the project, ensuring clarity and accountability for all team members. Below is an overview of our process.

1. Risk Identification

We identify potential risks through brainstorming sessions and team discussions. Each risk is clearly described in our Risk Register, which includes the following fields: ID, Name, Description, Likelihood, Severity, Mitigation Strategy, and Owner. These details help us clearly define our risks, document their potential causes and impacts, and plan our potential responses.

2. Risk Analysis

Risks are assessed by evaluating their likelihood and severity (both as percentages). Combining both allows us to categorise each risk as High, Medium, or Low, which enables us to prioritise resources for the most critical threats to the project's success.

3. Risk Planning & Mitigation

For each identified risk, we develop a mitigation strategy to either avoid, mitigate or accept it, based on its severity and likelihood. We also assign an Owner for each risk to ensure accountability and that actions are taken to manage each risk and execute the respective mitigation plan.

4. Risk Monitoring

The Risk Register is reviewed regularly to track the status of each risk and update mitigation strategies as needed. This ongoing monitoring ensures we stay proactive and can adjust our approach if new risks emerge or existing risks change.

5. Risk Response

When a risk materialises, the pre-planned mitigation strategy is executed. The outcomes are documented, and the risk register is updated. This format allows us to record key information from each response - helping us improve future risk management efforts.

Justification of our Chosen Process and Risk Register Format

Our chosen Risk Management Process balances detail with simplicity, making it suitable for our project's smaller scale and the non-critical nature of the software. For example, we omitted a post-project review (step 6) which would evaluate the effectiveness of our mitigation strategies as this is a one-off project. In Conclusion, we chose to focus on an efficient and proactive approach to manage our risks rather than producing extensive documentation.

The Risk Register format is designed for clarity and ease of use. The ID, Name, and Description columns ensure each risk is easy to identify, while Likelihood and Severity help us prioritise each risk. The Mitigation Strategy and Owner columns ensure accountability for each task, ensuring that each risk is actively managed and monitored by the team. This straightforward structure provides all the necessary information for effective risk management without adding any unnecessary complexity.

Our Risk Register

ID	Name	Description	Likelihood (%)	Severity (%)	Mitigation Strategy	Owner
1	Team Illness	A team member might become ill or otherwise unavailable - affecting their ability to complete their tasks.	40% - Due to the winter months this project is completed in, it is reasonably likely that a team member will fall ill.	40% - If the illness is communicated, the team members task can be easily picked up by other team members.	The Project Lead will reassign tasks for short-term periods of unavailability. For longer periods, they will check in regularly with the member and reassign extra work as needed.	Jason
2	Library Loss	A loss of access to the Shared Google Drive which contains all our documentation.	5% - It is very unlikely that this would happen. Google Drive is very reliable and has no history of this previously happening.	80% - If it occurred, we could lose significant amounts of project data which could set back the project's timeline significantly.	As a team we will ensure essential files are backed up regularly on external storage devices/platforms.	Daniel
3	Miscommunication	A team member may misunderstand their task/a feature to be implemented which could lead to an incorrect implementation or delays.	50% - This can be fairly common due to the ever changing nature of our project's requirements and features to be implemented.	40% - It can be easily avoided via efficient team communication, but if it does occur the delays should still be manageable.	The Logistics and Communications Secretary and Project Lead will ensure weekly meetings are carried out to remind team members of their current tasks and check up on their completion.	Jason & Daniel
4	Unfamiliar Software	Team members may not be familiar with some of the software we have to use for the project, which could slow down the project's progress.	75% - This is very likely as we all have different programming backgrounds and technical experience.	40% - This is not a severe issue as we can evaluate what software to use and change it if needed.	The Head Developer along with other developers will research and explore potential software to use for the project.	Owen
5	Unaware of Assignment	A team member may	45% - This could be likely	30% - Even if there is no	The Secretaries will make meeting	Ellen & Daniel

		miss a meeting and be unaware of their tasks to complete.	if team members are unwell or miss meetings without communicating with the rest of the team.	communication, we will assign them tasks and inform them via Slack and Meeting Minutes - significantly reducing the risk.	notes so team members can check on the progress and decisions made during meetings. Slack will also be utilised to inform team members of upcoming meetings and assigned responsibilities.	
6	Software Policy Changes	A software the team is using suddenly implements a subscription for their service.	10% - Unlikely, as companies would usually notify users well in advance.	70% - It would be a significant impact, as we would likely need to find suitable alternatives.	The Project Lead would initiate a team discussion to explore alternative solutions and evaluate their suitability.	Jason
7	Team Communication Breakdown	Issues in communication could result in duplicated work or the delayed completion of tasks.	35% - Fairly likely, but with strong communication and regular meetings it could probably be avoided.	70% - There would be a significant impact as it could mean milestones are not met and thus delays to the project could occur.	The Secretaries will ensure the team has access to communication channels on Slack and will check-in with the team during weekly meetings to check on their progress. The Gantt Chart will also provide a clear platform for task accountability.	Daniel & Ellen
8	Skill Gaps	A lack of expertise in certain skills, may slow down progress and reduce the quality of the project.	40% - This is fairly likely as we will have varying levels of experience with certain software & programming tools.	80% - This is quite severe as it could lead to delays and deliverables not being fully completed.	As a team we will discuss each other's skills, and ensure people complete tasks they are most suited for. Where needed we will also use resources to develop our skills.	Jason (as Lead) & Whole Team