

# Risk Assessment

## Introduction

There have been very few changes made to the risk assessment. We found the format used worked well, clearly identifying each risk, their likelihood, and their severity. However, a few changes were made because after completing assessment 1, we had several of these risks materialise into reality, but also had several which didn't. The risks that did materialise were the ones we had estimated as the ones more likely to occur than the ones that didn't, and on the whole, the impact they caused was as we predicted. Therefore, we have come to the conclusion that the estimations for the likelihood and severity of each risk is correct and there is no need to change them. Some of the solutions to the risks arising were slightly different to what was given in the previous mitigation section. Therefore, we have changed those according to the actions that were taken.

We also found that when a problem occurred, it also had knock on effects with other sections of the project. An example of this would be when a team member was unavailable for several days, even though they weren't solely responsible for a piece of work, we did need to share their work load around the group. This meant they had less time for their own specific task, and therefore delayed the finishing of each task by a small but consistent amount of time, which was not factored in beforehand.

## Severity

Rating	Meaning
5	Likely to halt any progress on the project until situation is dealt with.
4	Likely to stop work on one section of the project until situation is dealt with.
3	Likely to push back a deadline, but not halt work until situation is dealt with.
2	Little impact, may delay work for 1 - 2 days.
1	Little to no impact on the project.

## Likelihood

Rating	Meaning
5	Extremely Likely (1 - 2 times a week).
4	Very Likely (2 - 4 times a month).
3	Likely (1 - 2 times a month).
2	Unlikely (2 - 4 times during the project).
1	Extremely unlikely (0-1 times during the project).

## Risk Register

Updated risks and mitigation actions have been underlined.

<b>Id</b>	<b>Description</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Mitigation</b>
	<b>Technology</b>			
	<b>Software</b>			
1	Google drive becomes unavailable	4	1	Regular (bi-weekly) backups will be taken of the important files.
2	Github becomes unavailable	1	1	There should be several local copies, which we can then upload to a different online repository.
3	Files become corrupted	5	1	Regular (bi-weekly) backups will be taken of the important files.
4	Library is deemed unsuitable	4	1	An alternative will be chosen in the method planning section, but will not be used unless this situation arises.
5	Website becomes unavailable	3	1	An alternative website solution will be selected, but not used unless the situation arrives.
	<b>Hardware</b>			
6	Power cut renders computers unavailable	3	1	Regular (bi-weekly) backups will be taken of the important files, and copies of all files will be kept in cloud storage.
	<b>People</b>			
7	Team member unavailable for a meeting	1	4	<u>Notes will be taken at meetings, and sent to the missing team member (Rather than this, we discussed what happened with the missing member via skype or social media when they were next free)</u>
8	Team member missing for short period	3	3	<u>No one team member will be entirely responsible for a single section of work, and we will communicate with the missing member if possible. To allow for this possibility, we gave each task a day or two longer to be completed before we are scheduled to start a new task that depends on the former. (We forgot to</u>

				<u>factor in that we will need to redistribute the workload of the missing member and therefore the original job of each member getting delayed by a small time. Each task in the plan is given an estimated completion time however to.)</u>
9	Team member missing for extended period	4	2	<u>No one team member will be entirely responsible for a single section of work, and we will communicate with the missing member if possible. As above, we would need to delegate some work to other members, meaning their tasks will fall behind schedule. If this is for a prolonged period of time, the other tasks could fall behind by quite a bit. This will only happen if the member is away for a long period, in which case we would notify our superiors and ask them to advise on the situation.</u>
10	Team member not engaging in work	3	3	<u>No one team member will be entirely responsible for a single section of work, weekly meetings should also help mitigate this risk. We will also notify our assessment leader to ask for advice on how to solve this problem.</u>
11	A team member leaves the group (e.g. changes course)	4	1	<u>No one team member will be entirely responsible for a single section of work. We will also inform our assessment leader of the problem.</u>
	<b>Requirements</b>			
12	Requirements changed	3	2	Time will be allowed in the plan for additional requirements analysis and development.
13	Requirements deemed no longer suitable for the project	3	2	Time will be allowed in the plan for additional requirements analysis.
	<b>Estimation</b>			
14	Underestimated time for a single piece of work to be completed	3	3	Allow for periods in the schedule as contingency time.

