

Project FMEA

Failure Modes & Effects Analysis

System Name: SMART Data Collection and Display (HVAC) VEA Number: 2
 Major Function: To create awesome Energy use systems Page: 1
 Prepared By: P11241 Date: 1/20/2011
Assumptions:

Risk Item	Effect	Cause	Likelihood	Severity	RPN	Actions Recommended to Reduce RPN	Responsibility and Target Completion Date
No funds for project	No project items can be purchased	No Approved budget	3	9	27	Thorough justification of all expenses and planned purchases. Submit to stakeholders in advance of need	
Scope Creep	MSD Project is unable to be completed in 22 weeks	Overconfidence in abilities to complete additional tasks	3	3	9	Develop a review process to evaluate all added tasks	
		Additional Customer desires, "needs"	3	1	3	Develop a review process to evaluate all added tasks	
Falling Behind on Project Tasks							
	MSD Project is unable to be completed in 22 weeks	Slow working pace	9	3	27	Develop meeting agendas that are realistic in pace. Using project plan for a reference when creating action items.	
		Miscommunication	9	3	27	Send out meeting minutes or summary for team review and request a reply from all members	
		Administrative roadblocks	9	9	81	Obtain and verify approvals for any installation and development portions of project (i.e. coding in WebCTRL)	
Late Delivery of project materials	Failure to complete project tasks						
		Slow Delivery of Material	3	3	9	Identify critical components and order ahead of time	
		Damaged Goods	1	3	3	Identify critical components and order ahead of time	
		Poor Supplier Relations	1	3	3	Better communication with supplier	
		Wrong Items Shipped	1	3	3	Double check all requested items before submission	
Poor Project Cooperation	Failure to complete project tasks						
		Poor group communication	3	1	3	Send out meeting minutes or summary for team review and request a reply from all members	
		Poor team agreement	1	3	3	Project Management "Thumb Rule"	
		Poor customer communication	1	9	9	More communication with customers and stakeholders	
		Poor communication with ITS	3	9	27	Attempt to clearly discuss needs of ITS within project. Find a liason for department and develop a good standing with them	
		Poor communication between FMS and ITS	9	9	81	Attempt to mediate conflicting needs within the scope of project	
		Poor Team Leadership	1	3	3	Establish expectations of leader and its members and review weekly	