Risk Assessment (as of Dec 28)

ID	Risk Item	Effect	Cause	Likelihood	Severity	Importance	Action to Minimize Risk	Owner	Date?
	Describe the risk briefly	What is the effect on any or all of the project deliverables	What are the possible causes of this risk(s)	Score 1-3	Score 1-3	L*S	What actions will you take, and by when, to prevent,reducethe impact of or transfer the risk of	Who is responsible for following through on mitigation	
1	Project Scope too large	Project not completed on time	Undertaking too many functions, unfocused planning	3	3	9	Focus on main goals of project, discuss and research feasibility of optional functionality. Discuss	Team Lead, Engineering Leads	drop dead date - if we cannot prove feasibility, we are
2	Slight Digital Signal Processing expertise	Hearing aid does not work	Trying to do too much without a lot of prior experience	2	3	6	Research DSP programming, discuss with experts what they feel is appropriate for the project	Lead Electrical Engineer	
3	Parts ordered too late	Do not have the parts required to assemble hearing	Parts not ordered in time, parts needed unknown, components/parts	3	2	6	Determine parts as soon as possible, identify possible long lead parts early	Team Lead, Engineering Leads, Budgeter	
4	Design does not meet needs	Project failure, unhappy customers	Missed functionality, poor planning, run out of time to implement	2	2	4	Ensure all customer needs defined and planned for. Make sure all needs and specs are in	Engineering Leads	
5	Difficulty getting electronics small enough for hearing aid	Protype is larger then originally intended, some	Components chosen too large, not enough space left for electronics in main	3	3	9	Keep small form factor in mind when choosing technologies and functionality	Lead Electrical Engineer / System Integration Engineer	
							Design shell as small as possible while keeping electronics size in mind	Lead Mechanical Engineer	
							Facilitate communication between ME, EE/CE and how systems will integrate	Team Lead/Systems Engineer	
7	Parts break during system integration	schedule is pushed back; possibility of meeting Imagine RIT	rushed engineering; poor materials, poor communication between	2	3	6	print multiple enclosures; order multiple electrical parts (if budget allows); start building far	Systems Engineer	
8	Activity test failure	Fails to meet cutomer need	Test not clearly specified	1	2	2	clearly define test and analyze if it is (a) necessary for cutomer and (b) obtainable	Lead Mechancial Engineer	
9	part do not assemble	cannot assemble system; pushes schedule	poor tolerance analysis / drawings, poor communication between	2	3	6	double check toleranced analysis; inspect in CAD	Lead Mechancial Engineer	
10	No experience/expertise with ON Semi chip DSP Hybrid chip	If chosen, could run out of time, not have a happy	Too difficult to implement, Run out of time trying to learn new product	3	3	9	Seek advice from experts at ON Semi, Plan for difficult implementation and put a large	Lead Electrical Engineer/ Systems Engineer	
11	"Dummy" piece incomplete	incomplete visual design	low priority, difficulty designing connection	1	2	2	Design both parts (stationary module and dummy piece) simultaneously with same	Lead Engineer	
	loss of team member						Cross trainning/document work/ ideas		
	over budget						Track expenses and purchase items	Eric	