

P13431 Risk Assessment

ID	Risk Item	Effect	Cause	Likelihood (1-3)	Severity (1-5)	Importance (1-15)	Action to Minimize Risk	Owner
1	Team runs out of time	Project does not get completed	Poor project planning	2	5	10	Regularly check agenda/ progress at weekly meetings	Libbi
2	Parts arrive late	Schedule is delayed	Unreliable vendor	2	3	6	Check with vendor 4-7 days after order is placed	Derek
3	Teammates do not do assigned work	Team will need to pick up extra work	Laziness/ not enough time/ over ambitious	1	3	3	Ask help from group when needed, check tasks	Jenn
4	Teammates do not arrive prepared	Team will be delayed and work will be postponed	Laziness/ not enough time/ over ambitious	1	2	2	Assign tasks with probability of success >85%, check completion before meetings	Kevin
5	Miscommunication among teammates	Will lead to confusion and project delay	Poor communication	1	3	3	Explain every detail task, ask questions	Jenn
6	Inability to contact the customer or guide	May miss vital information and requirements	Poor communication	2	2	4	Keep constant information flow with the customer/ guide, every two weeks min	Team
7	Getting wrong information from customer	Leads to solving an issue that doesn't exist	Poor communication	2	3	6	Set up meetings and communication often (after design decisions)	Kevin
8	Arguments between teammates	Hurts team morale and cause conflict between members	Poor communication	2	2	4	Have group focused and group leader aware	Jenn
9	Set up too difficult to complete in shelter	Shelter will not use	Design too complicated	1	4	4	Keep the frame simple with minimal pieces	Derek
10	Design too complicated for easy set up/take down	Shelter will not use	Poor design	1	4	4	Contact shelter employees about acceptable set up time (under 10 min for completion)	Derek
11	Frame does not support guests	Useless project	Poor testing	1	5	5	Test with much greater weights (2x safety factor)	Kevin
12	Beds are too heavy to easily hang up	Shelter may not use	Poor design	2	3	6	Complete modeling, keep under 50lbs total, design for one person work	Jenn
13	Materials are not bed bug proof	Shelter is upset	Poor choice of materials	3	3	9	Complete research of materials and bed bugs, make materials washable	Libbi
14	Bed is horribly uncomfortable	Guests do not use cots	Poor design	1	2	2	Research ergonomics, good design, sleep on prototype	Jenn
15	Does not rig/hang safely	Shelter may not use	Poor design	2	3	6	Testing and layout (run our own hanging test)	Derek
16	Frame materials are too difficult to obtain	Construction does not get completed	Poor choice of materials	3	5	15	Research availability of materials, call ahead on resource availability	Jenn
17	Too expensive	Shelter cannot accept prototypes	Poor planning	2	4	8	Check pricing of materials and resources early	Kevin