

Spreadsheet Risk Tracking

EXAMPLE

Monthly Project Review: Risk Status Spreadsheet – October 4, 2002

Priority	Risk ID	Risk Statement	Status Comments	Probability	Impact	Assigned To
1	22	AA Satellite Simulator is being developed; impacts to current project plan and other mitigation plans are unknown but could be significant - availability of resources to make use of simulator is questionable	New risk - resulted from closure of Risk 18.	H	H	Henry
2	100	Project resources (personnel number and availability) and schedules were underestimated; schedule slips, cost overruns, reduction in adequacy of development processes (especially testing time adequacy) likely.	New risk 22 has made this worse. Key personnel had designated back-ups in case availability slips, but Simulator work negates that.	H	H	Henry
3	23	Metrics are being reported only on a quarterly basis; schedules may slip and recognition of their slip may be too late for effective replanning to take place.	New risk identified by W. Wills	M	M	Lopez
4	7	Science requirements have substantial TBDs; late completion of TBDs likely, with reduction in adequate testing time, possible science application software failure, incorrect science data being captured, hardware damage if incorrect safety limits were provided, extensive rework and substantial cost overruns, mission failure if problems not found before system is in operation.	TBD's are being analyzed and researched. Expect completion of first set next week.	M	H	Henry
5	11	It has recently been decided that the Infrared sensors will be developed in-house and how they will communicate and how sensor data will be processed will be based on assumptions until the detailed design is baselined; the accuracy and completeness of those assumptions will determine the magnitude of change in the IR-SIP Instrument Controller CI and Infrared Sensing Unit CI interface requirements - it could be minor or catastrophic.	So far the assumptions we used continue to hold as we complete prototypes. Only very minor requirement changes have resulted so far and the ripple has been negligible.	L	M	Henry

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7	13	Waterfall lifecycle model is being used to develop all IR-SIP software; it may cause serious integration problems between IR-SIP CI and IR sensor and/or between IR-SIP CI and AA platform leading to a missed launch window, excessive cost to meet window, or failure to successfully integrate the system.	Project plan revised for incremental life cycle. Recommendation to move to Watch negated by new risk 22. Revisit next month.	L	L	Everette
.	.	and other Top N risks....				
CLOSED	2	Commercial parts suitability for space applications is unknown; parts failure may lead to system failure and use of space grade parts may cause schedule delays since space qualified parts procurement have a procurement lead time of at least 18 months.	Commercial parts appear to be working and same reliability as space qualified parts			Peacock
CLOSED	18	There is no AA Satellite Simulator currently scheduled for development; probable that the IR-SIP CSCI will fail when initially integrated with the actual AA Satellite since prior interface testing will not have been possible, thus software fixes will be done very late in the project schedule and may cause the launch date to slip.	Goldman authorized development of simulator on an accelerated schedule. IR-SIP's project plan must be revisited to enable us to make use of the simulator. Recommendation to close risk and open a new risk 21, accepted.			Goldman
		WATCH LIST				
W	101	Use of C++, the selected compiler, and OOD are new for software staff; decreased productivity due to unexpected learning curve may cause design and coding schedules to slip.	Training appears to be effective. only 2 people left to be trained. Calls to help desk reduced by 80%. Use of expert from ORB project has been successful. Recommend moving this risk to Watch	L	L	Everette

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W	15	The funding and development schedule for the AA satellite is subject to change and cancellation; IR-SIP schedule slips, cost overruns, and a reduction in adequate testing time are likely as unscheduled changes will have to be made to the software to match AA project changes.	No change	L	H	Henry
	and all other risks which are not on the top N list and have not been accepted or closed.				