Analysis Risk Checklist

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| Project Name | Project Reference Number | Prepared By (print) | Preparer’s Initials |
|  |  |  |  |
| Customer | Contact | Contact’s Phone # | Date Prepared |
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With the help of the Analysis team, the business analyst needs to identify all possible risks that could affect the Analysis phase. As you create estimates from the work breakdown structure (WBS), ask yourself the following questions:

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| 1. What is the risk? |
| Creep in product vision and scope  Pressure to limit analysis so that development can begin  Quality of requirements elicitation and documentation  Highly innovative products with few or no precedents  Glossing over nonfunctional requirements, such as performance, usability, and speed  Stakeholder agreement on requirements  Assuming legacy system is a good requirements baseline  Solutions presented as requirements |
| Comments: |
| 1. Are there issues that might cause serious problems in terms of— |
| Vision or scope creep  Cost  Schedule  Resources (management, the customer, the Analysis team, HR, material resources) |
| Comments: |
| 1. Do you foresee any concerns during the Analysis in terms of— |
| Safety  Security  Compliance with regulatory agencies, codes, or guidelines  Data ownership  Compatibility or technologies |
| Comments: |
| 1. Can any part of the Analysis damage— |
| The reputation of sponsoring organization  The customer’s reputation  The relationship with existing vendors or business partners  Future opportunities  Existing organizational infrastructure |
| Comments: |
| 1. What is the worst external catastrophe that would directly affect this project? |
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| 1. Are there any *little* problems that could have a lasting negative impact on the organization, even though they do not create major conflict? |
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| 1. What are the impacts of each risk (low, medium, high)? |
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| 1. What are some possible risk triggers? |
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| 1. How do you plan to respond to each listed situation (for threats: avoid, transfer, mitigate, or accept; for opportunities: accept, enhance, exploit, or share). |
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| 10. How would you rate the project’s chances of success? Why? |
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