TAKE QUIZ #4

Week 11
MIS3535 | LEAD GLOBAL DIGITAL PROJECTS

Finish

Embed changes into culture	8
Build on wins	7
Generate short-term wins	6
Remove obstacles	5
Communicate the vision	4
Develop a vision for change	3
Build a large, powerful coalition	2
Create a sense of urgency	1

Start

dreamendstate.com
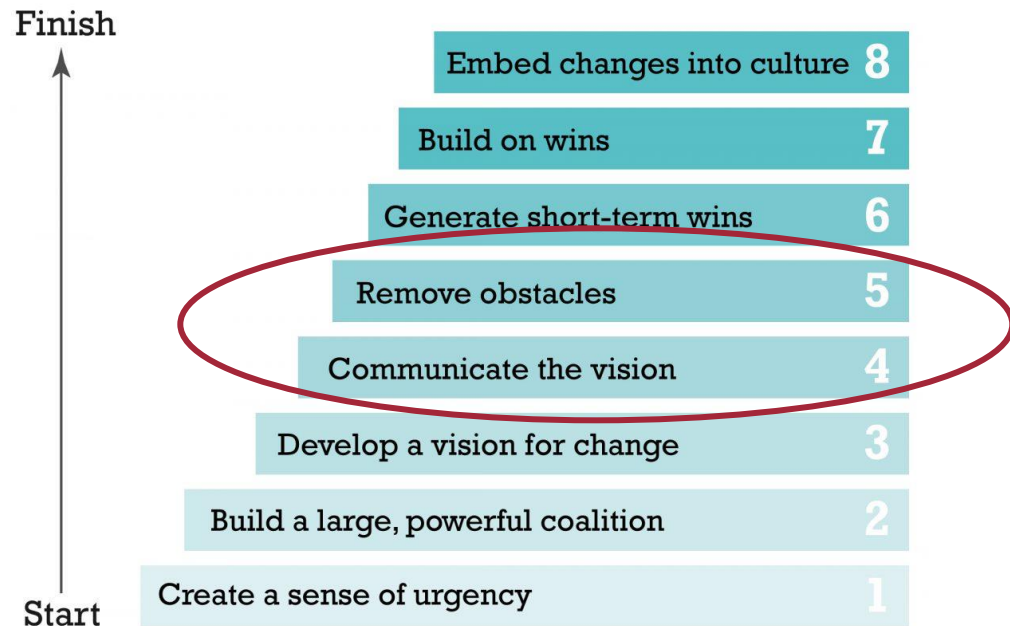
AGENDA – Week 11

- **Quiz #4**

- **Daily Stand up (last 3 teams)**

- **Risk Management Discussion**

- **Kotter Discussion:**

  - Chapter 4 (day 1)
  - Chapter 5 (day 2)

- **Create your Risk Register – project artifact**

- **Complete Sprint #2 / work on your deliverables**

- **Update and submit your Sprint#2 Burndown chart**

- **Create a snapshot of your Scrum board (as of this week) – project artifact**

3 Important Questions:

1) What work did you complete yesterday? (for class purpose: last week)

2) What have you planned for today (this week)?

3) Are you facing any problems or issues?

Each team members need to stand up and discuss the 3 points.

SCRUM EVENT: DAILY STAND UP

LAST 3 TEAMS:

Order	Team Name	Student Full Name
1	DEC Innovation	Huang, Eric
		Liang, David
		Ngo, Colby
2	Pixel Pioneers	Gerald, India
		Maru, Kanchi
		Quinn, Mason
		Ward, Elijah
3	Agile Master	Rakhman, Jess
		Sall, Ndeye
		Zahodnick, Taylor

Change Leadership Day! (Day 1)

Read Kotter Chapter 4 : Communicate for Buy-In

- Pick 3 of the stories and be ready to present the key take away/learnings and how it relates to your current project:

1. **Preparing for Q&A**

2. **My Portal**

3. **Nuking the Executive Floor**

4. **The Screen Saver**

Risk Management Discussion

Questions

What is the difference between "known risks" and "unknown risks"?

- 'Known' risks are somewhat predictable & proactively managed. 'Known' indicates those risk that can be identified, analyzed & planned in advance.

- Unknown risks are those unable to be anticipated and described. Unknown risks cannot be managed proactively. These risks that result from the uniqueness of the work and they are difficult or impossible to anticipate.

Two identical projects :

❖ One being led by a new project manager - the other lead by an experienced project manager

❖ Which has a longer list of "known risks"? Why?

❖ Who is less likely to be surprised by a problem?

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My top 10 Project Mgmt. Risks:

1. Scope is poorly defined
2. Poor data requirements
3. Scope creep or too many scope changes
4. Poor leadership / communication
5. Inadequate Skills for the project or insufficient staff
6. Staff turn over
7. No continuity (staff, leadership, project plan, etc.)
8. Lack of stakeholder Engagement / support
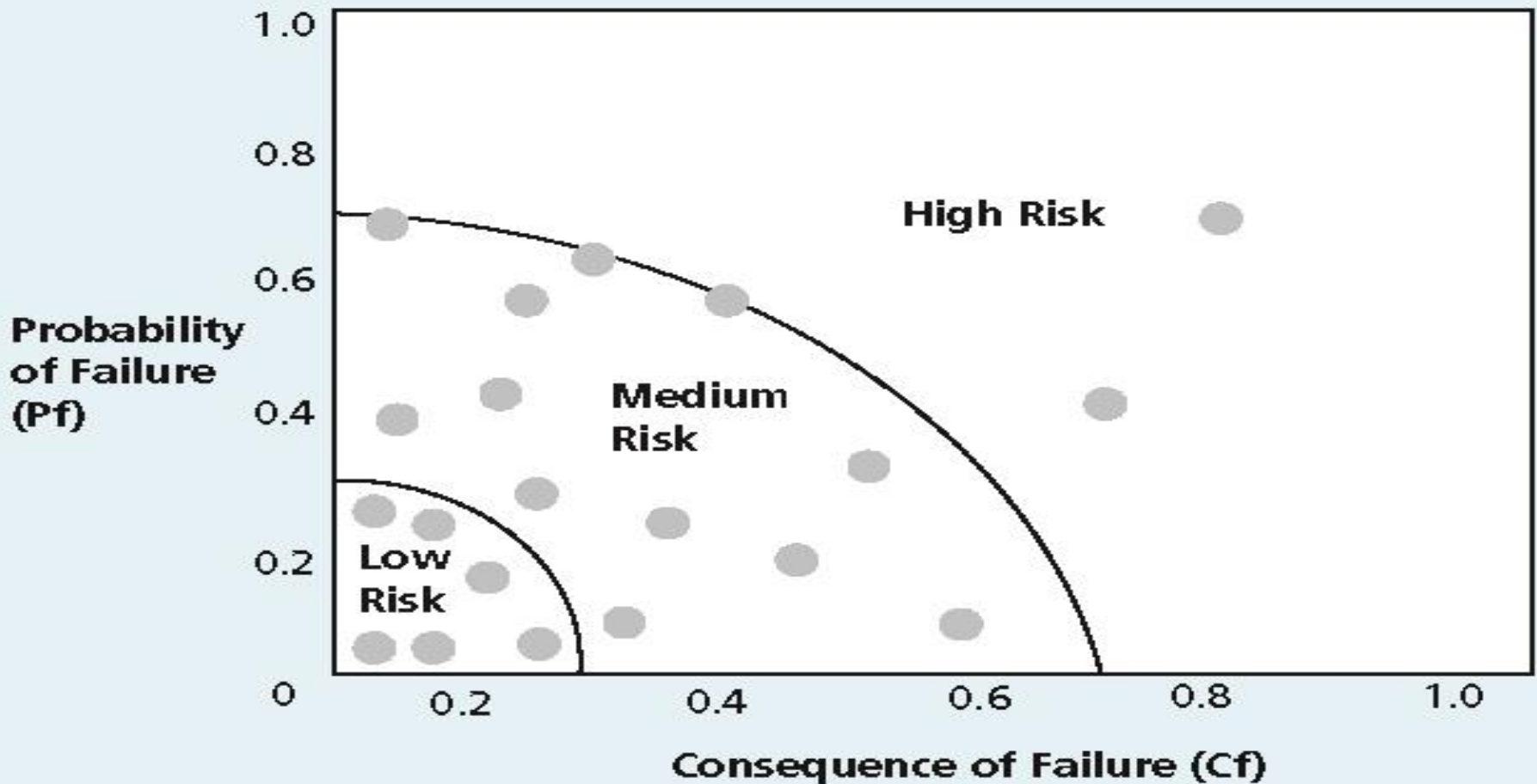9. Change to business strategy
10. Improper risk management

WHAT IS "QUALITATIVE RISK ANALYSIS"?

Qualitative risk analysis is a project management technique concerned with discovering the **probability** of a risk event occurring and the **impact** the risk will have if it does occur.

Probability/Impact Matrix

Chart Showing High, Medium, and Low-Risk Technologies

WHAT IS "QUANTITATIVE RISK ANALYSIS"?

Quantitative risk analysis assigns a projected value (usually this value is stated in terms of cost or time) to the risks that have already being ranked by the previous process 'perform qualitative risk analysis'.

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ONCE YOU HAVE IDENTIFIED YOUR RISKS, WHAT CAN YOU DO ABOUT THEM?

1. **Risk avoidance** – eliminate the cause of a risk. Forget the new hardware, we'll use the old proven gear.
2. **Risk acceptance** – "If it Happens, It Happens" for threats and opportunities
3. **Risk transfer** – Assigning the Risk to Someone Else (subcontract, warranty or insurance)
4. **Risk mitigation** – can't eliminate the risk but can make it hurt less if it occurs : Reducing the Expected Value by reducing Probability or Impact (or both)

Tracking your Risks with a Risk Register

1. An identification number for each risk event

2. A description of each risk event

3. Risk strategy (which of the 4?)

4. Risk response to each risk (what? how?)

5. The probability of the risk (occurrence)

6. The impact of each risk occurring

7. A risk score (probability multiplied by the impact)

8. Priority

9. The risk owner or person who will own or take responsibility for each risk (who?)

10. The status of each risk (red, yellow, green)

Risk Register Example

Risk Register									
Risk Number	Risk Description	Risk Strategy & response Response (4 choices: Mitigate, Transfer, Avoid, Accept)		Probability	Impact	Risk Score	Priority	Risk Owner	Status
ID1	Someone gaining unauthorised access and locks/deletes important documents.	Mitigate	Have adequate cybersecurity protocols in place	Low	High	3	2	MK	
ID2	An employee may leak confidential documents to competitors.	Mitigate	Propose consequences to employees that break NDA	Low	High	3	1	LP	
ID3	Key employee is unable to work due to injury	Accept	Pay worker's compensation.	Moderate	Moderate	4	4	LP	
ID4	Fire, flood, theft any threat what would physically damage IT devices	Transfer	Have insurance coverage to pay for damages	Moderate	Moderate	4	3	MK	
ID5	IT personnel not skilled enough	Mitigate	Ensure cross training between key employees and new hires.	Low	Moderate	2	6	AL	
ID6	Leakage of customer data from someone internal or extrenal.	Mitigate	Have adequate cybersecurity protocols in place	Low	High	3	5	MK	
ID7	Servers go down as a result of a crash or system failure.	Mitigate	Have a backup servers.	Low	Moderate	2	7	AL	

LEGEND		
Probability	Impact	
Low	Low	1
Moderate	Moderate	2
High	High	3

Change Leadership Day! (Day 2)

- Read Kotter Chapter 5 : Empower Action

- Pick **3 of the stories** and be ready to present the key take away/learnings and how it relates to your current project:

1. Retooling the Boss
2. The Worldwide Competition
3. I Survived, So You Can Too
4. Making Movies on the Factory Floor
5. Harold and Lidia

Studio day (Day 2)

1. **Update your Sprint #2 burndown chart with your actual so far and submit on canvas by EOD**

2. **Create your Risk Register – this will be one of your project artifact in your final submission (use template provided)**

3. **Create a snapshot of your Scrum Board (as of this week) – this will be one of your project artifact in your final submission**

   ➢ If the software that you are using does not allow for a clear view of your Scrum board, you can use Lucid chart (free software)
   ➢ Make sure to show which team members owns which tasks (color code or initials)

4. **Complete Sprint #2 / Work on your deliverables**

Reminder: Project Artifacts due at the end of the semester

1. Definition of done (from week 4 ICE)

2. Stakeholder Register

3. Product Roadmap

4. Refined Backlog with estimate in story points or hours (as of week 10)

5. Sprint Burndown chart (sprint# 2)

6. Risk Register

7. Scrum Board (as of week 11)

8. Sprint retrospective

9. Link to your site/product(s)

Coming up next week: Change Leadership Day!

- Kotter Chapter 6 : **Create Short-Term Wins**

- Pick **3 of the stories** and be ready to present the key take away/learnings and how it relates to your current project:

1. The List on the Bulletin Boards

2. Creating the New Navy

3. The Senator Owned a Trucking Company

4. Hoopla