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SOFTWARE PROJECT MANAGEMENT - BEST PRACTICES

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ABSTRACT

Successful development of projects is of primary business interest to any organizations. Failed or 'runaway' projects cost the organizations huge. It is essential for project managers to acquire the knowledge of risks and minimizing risks of project management to manage projects successfully. Risk management aims to identify the risks and then take actions to minimize their effect on the project. In this paper recognizes the increasing role of risk management in present software projects and aims at providing more support in this area. First we overview the objectives and processes of risk management with the particular stress on the need for effective and continuous communication. Risk management is a structured approach to managing uncertainty related to a threat, a sequence of human activities including: risk assessment, strategies development to manage it, and mitigation of risk using managerial resources. Risk management is the total process of identifying, measuring, and minimizing uncertain events affecting resources. This paper was written to help in the objective analysis of the risk management process.

KEYWORDS

Risk Analysis, Risk Mitigation, Risk Avoidance, Risk Planning.

INTRODUCTION

The aim of any software project is to provide the stakeholders with a satisfactory software-based solution of their problem within the schedule and budget limits. The risk of poor product quality and schedule or budget overruns is high which is confirmed by a number of cancelled, delayed or overpaid projects. Effective management of those risks is presently perceived as one of the most important areas of project management [1, 10]. Still, current software processes leave a considerable space for improvement. As process improvement aims at maximizing process quality and effectiveness while minimizing its risks, therefore the support for identification of the most risky process areas and their potential improvement is especially worthwhile. Good project management cannot guarantee success, but poor management on significant projects always leads to failure.

Current risk identification practices adopt primarily two techniques: checklists and group effort (e.g. brainstorming). Checklists such as [3,5,13] help to control the identification scope and protect from overlooking significant risks but they are often too general and do not relate well to actual software processes. Group effort studied e.g. by J.Kontio [4] benefits from synergetic use of human intuition and experience but it exhibits problems with scope focusing and control. Consequently, both existing approaches provide limited output aimed at the process improvement.

PROJECT INTERFACES

Project managers must identify the people or groups the project deals with, both within the parent organisation and outside. A project may have interfaces to:

- initiators;
 end users;
- · suppliers;
- · subcontractors;
- · the prime contractor;
- · other subsystem developers.

OVERVIEW OF RISK MANAGEMENT

Risk is formulated in the context of an undertaking, activity or opportunity (e.g. an investment or a project), because risks threaten the success of the undertaking meant by reaching the specified goals [2, 3, 13]. A project takes an opportunity to achieve success and create new value for the client, so it is automatically exposed to the risk of failure. No project is free of risk. A project without risk management recognises that there was a risk after the risk materialises as a real problem (e.g. it becomes obvious that the project overruns the budget or misses the deadline). Then the project team usually reacts and strives to minimise the negative consequences of the problem. As the rule, it is expensive and time-consuming. This price could have been much less if the risk was coped with before it converted to the problem. The lack of open communication, forward-looking attitude, team involvement in the management and the knowledge of typical problems, expose the project to a great risk of failure [4].

The essential factors of the project success are the quality, the time and the budget [13]. In the essential project aspects, the lack of risk management results in: – schedule slippage,

- budget overrun,
- unsatisfactory quality of the product,
- failure to accomplish business goals of the project,
- disappointment of the employees and breakdown of their careers.

All of these failures refer to the primary project objectives, so they are unacceptable under ordinary circumstances. In some conditions, they may even be critical. The only way to avoid serious consequences of a risk when it materializes is to catch the risk as early as possible and minimise its impact on the project. Though this advice sounds simple, it may be only realised through a defined set of activities focused on risk resolution. Altogether, it calls for a definition and elaboration of a systematic and explicit approach to risk management [9].

The process starts with the identification of existing risks. Once the risks are identified, they are evaluated and prioritised and then appropriate corrective actions are planned and executed. To reach the acceptable level of success guarantee, the introduced actions must be controlled and the risks in mitigation must be continuously tracked for their status. This process continues all through the whole project schedule and across all the phases of development. Although the process is recurring, it may implement pipeline processing, when different phases of the risk management are executed in particular project areas. Effective Risk Management Involves:

- 1) Identifying the risk
- 2) Analyzing each risk to determine its severity
- 3) Prioritizing the identified risks based on their severity
- 4) Creating action plans to deal with the high-priority risks
- 5) Continuous monitoring and followup to ensure that your action plans are mitigating the risk.

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RISK IN SOFTWARE PROJECTS

Risk relates to the possibility to degrade the success of an undertaking. The success is defined by a set of criteria that the outcome or the solution must meet to be considered "successful".

The overall success criteria for most of projects include:

• reaching the adequate functionality and quality that provides for achieving the business objectives of the system,

- finishing the project on time,
- keeping the expenses within the budget,
- achieving sustained customer satisfaction.

In terms of a business outcome, the success criteria can for example mean one or a combination of:

- increasing the market share,
- outrunning the competitors,

• improving the effectiveness or productivity,

- cost reduction,
- capturing a particular segment of the market.

Steering away from these goals results in a diminution of the overall project success. The success criteria are often formulated differently from a point of view of each project stakeholder and it is important that they converge and do not knock the project out of its success space.

- For a project as a whole, some of the most important risks and their exemplary consequences include:
- lack of user satisfaction canceling a project, product rejection;
- poor product quality high maintenance costs, product rejection, adversely affecting the developer reputation;

• missing the deadline – loss of business opportunity, troublesome social and political atmosphere;

- overrunning the budget financial losses, project cancellation.
- From the developer's point of view there are some risks that reflect its particular concerns, like:
- lack of financial stability at the client, delays in payments,
- the client cannot be "convinced" that the product is satisfactory,
- inquisitive, nosy and demanding client.
- On the other hand, there are also some risks that are related to the concerns that are specific for the customer, like:
- supplier is unreliable and does not fulfill its commitments,
- exaggerated financial demands of the supplier,
- the product is useless although meets most of the requirements,
- situation changes and there is no more money to finance (otherwise successful) project.

If we take a closer look on the above we can see that the risks perceived from the customer and developer perspectives can sometimes reflect particular interests of the participating institutions that will not necessarily be willing to share them with the other side. This seems to be in conflict with the general principle of information sharing and team approach to risk management. A right approach seems to be to apply a sort of "filter" that imposes some restrictions on otherwise free information exchange during risk identification and assessment activities. Such a filter can be implemented by a dedicated security policy (see Fig.1). The proposed risk assessment process and security policy are described in the subsequent sections.

A Software Project is always subjected to risk. Often the existence of risks in a Software Development system is identified late, and measures are taken to mitigate the risks. Either the risks are covered and the Project is kept on track or in the worst case, the Project is dropped thus reducing too much of time and money loss spent on the Project. There are always risks we know about and the risks which we are unaware of. For instance, if one of the team members is going on a vacation for about 2-3 weeks and has informed prior, then the Project Manager can think of having an alternative, and ensures that the Project is in track. If the risks are known, well ahead then ways and measures of overcoming the risk can be identified. But usually, the risks that arise in a typical Software Project are unexpected. A few of the commonly occurring risks are discussed here:

CHANGING REQUIREMENTS

It's obvious to expect a minor/major change in the Requirements obtained from the clients. While coming up with the initial plan, they may not be very clear on how the system should be or it will look like with the requirements incorporated, but when they are shown a sample of the working model they might come up with few suggestions which might look small from the "Change in Requirements" perspective, but, the same change might take few days to implement from the developer point of view. The Project Manager has to make amendments to the requirement document, the design has to be done for it, the test cases for testing this new change has to be written, the documentation team has to update their documents with the new changes and so on. Whenever a new change comes in again the entire Life cycle is repeated again.

The best approach to adapt to changing requirements is to follow an iterative model where the working model is shown to the clients after every iteration. Each iteration will be between 1-4 weeks. This helps to get immediate feedback or any changes the client wants in the screen can be easily communicated and the developer can incorporate them in the next release. This way the changing requirements from the clients can be easily handled.

LACK OF SKILLS

The Project team may be new to the domain or may be experimenting a new technology. This might consume additional time for the Development process, thus delaying not only the Development phase, but the subsequent phases that follow Development Phase. This can be avoided by either providing training to the Development team before the commencement of the Development Phase or by having appropriate resources who have enough knowledge in the new stream. **FAULTY TECHNOLOGIES**

Sometimes it so happens that the Development Team might have to work on a new technology that might have evolved very recently. In such cases it is not advisable to prefer the technology without experimenting it. A part of the Development team can actually take one of the complex requirements and see if the implementation is possible with the new technology. Rather than blindly taking up the new technology without knowing its pros and cons, its advisable to develop a portion of the requirement in the new technology and check for its feasibility.

GOLD PLATING

Gold Plating is a term used to refer the requirements being made robust. For example, the client might have stated a simple requirement like designing a Logon page. But the developer might think of providing some additional features in the page with the thought of providing a rich look to the very first page that every end user is given access to. For designing and decorating the page the developer might consume some of his time which will ultimately result in a lag in the Project Schedule.

UNREALISTIC PROJECT SCHEDULES

There are cases where the client might want to see the working model in a short span and thus might give the Project to a team which bids to give the System in a time within which the Project cannot be completed. The Top Management will pressurize the Project Managers to give short deadlines, the Project Managers in turn the Developers, thus ending up in a state where the Project cannot be delivered in the said deadlines. Hence one of the ways to mitigate risks is to identify all the risks we are aware of and allocate some time to face any unexpected risks, The best approach is to identify all the risks, and check the probability of the risk happening. Then this risk factor can be included in the Project Schedule by multiplying the loss by Probability. For example if one of the screens is underestimated by the developer, and if the Project Manager feels that an additional 15 hours would be required to complete the task accurately, and if the probability of the risk happening is 70%, then a delay of 10.5 hours (70 % probability * 15 hours) is introduced in the Project Schedule.

RISK IDENTIFICATION

During the Risk Identification phase, one makes an inventory of potential risks that may have impact on the achievement of the predetermined objectives [36]. The phase starts with preparatory activities for the actual risk elicitation [30]. It continues with the actual risk elicitation using various techniques such as brainstorming, interviews, scenario analysis, prototyping, and the like [12][30]. When doing it, one identifies risks, their consequences, effects, sources, root causes, and categories [12]. Finally, one creates a risk list and circulates it around all the relevant stakeholders for possible complementary additions, improvements, and confirmation.

The conditions of successful risk identification can be summarized as follows:

- providing a constantly open communication channel,
- involvement of all relevant viewpoints,
- application of diverse identification techniques,
- effective control of the scope,
- learning from the past ("memorizing" risk related information).

RISK ANALYSIS

During the Risk Analysis phase, one analyzes and prioritizes risks [3]. First, one analyzes each risk independently by studying the identified risk and assessing its impact, probability, risk exposure and severity [36]. The analysis can be conducted using different techniques, e.g. matrices, decision trees and scenario analysis [30]. One then groups and analyzes the related risks to facilitate their collective mitigation [30]. Afterwards, one consolidates the risk prioritization and creates a top-priority risk list [3]. Based on the analysis results, one suggests a preliminary plan for managing each risk or risk group. Finally, the prioritized risk list is circulated among the stakeholders for confirmation.

RISK MANAGEMENT PLANNING

In the Risk Management Planning phase, one creates concrete plans determining strategies, options, and actions relevant for managing the identified risks [12]. As depicted in Fig. 5, one starts the phase with studying the risk list, the analysis results, and the preliminary plan [30]. For each risk or risk group, one first determines appropriate strategies [30], and then creates and documents the following three plans:

Control and Monitoring Plan defining relevant measures or metrics for monitoring and controlling the risks [30].

• Risk Action Plan determining the actions to be used for treating a certain risk or risk group [36], and

• Contingency Plan specifying the actions to be taken in cases when severe risks turn into a serious problem [30].

One then combines all the three plans into one comprehensive Risk Management Plan [12]. To ensure that the identified risks get full attention, one prepares contractual agreements, where each risk owner's responsibilities are specified and agreed upon [30]. Finally, one circulates, updates and confirms the plan and its related documentation.

RISK MONITORING AND CONTROL

In the Monitor and Control phase, one continuously monitors and controls the risks according to the risk management plan. One also continuously identifies new risks. To make certain that risks are effectively monitored and controlled, one first ensures that there are risk monitoring procedures established. For each risk or risk group, one then continuously monitors and records the status [30]. In cases when the status changes, one takes measures as specified in the plan. Finally, one updates and records the risk status [12].



- 2) Select the experienced project manager for handling complex projects
- 3) Get the top management approval for risk management
- 4) Get the requirements well defined, understandable and stable.
- 5) All the team members should aware of development disciplines.
- 6) Prepare the resource planning from the beginning of the project

REASONS FOR PROJECT FAILURES

Lack of user input

1)

- Lack of resources
- Lack of user involvement
- Incomplete requirements and specifications
- Frequently changing requirements and specifications

REASONS FOR PROJECT SUCCESS

- Make everybody a winner in the project
- Identify and manage the risks

- User Involvement
- Top Management support
- Clear Requirements
- Proper planning and estimating schedules

CONCLUSIONS

For developing successful software projects, we have to adapt the best minimization risk strategies. In this article we have listed the possible reasons for project success and project failures. We prepared the risk management check list for completing the successful software projects. A risk for a project is a condition whose occurrence is not certain but that can adversely affect the project. Risk management requires that risks be identified and prioritized and, that actions be taken to minimize their impact. In this paper, we have seen how to identify and manage the risks that might affect the success of a project. Risk management is concerned with assessing and prioritizing risks and drawing up plans for addressing those risks before they become problems. Many of the risks affecting software projects can be reduced by allocating more experienced staff to those activities that are affected. Risk management is an excellent way to prepare for daily challenges.

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