

EduGames Risk Management Plan

WP 1 (Management)	Deliverable D1.1
Version	1.0
Creation Date	7 / 12 / 2022
Deliverable Type	Report
Dissemination level	Public
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Funded by the European Union, HORIZON-MSCA-2021-PF-01, Grant Agreement ID 101062788

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Executive summary

The EduGames Risk Management Plan (RMP) identifies potential risks, assesses their impact, and outlines strategies for addressing them. The plan considers operational, financial, and ethical risks, and uses a classification matrix to evaluate the likelihood and impact of each risk. The plan also outlines strategies for monitoring and mitigating risks. Risks are monitored and mitigated throughout the lifetime of the project, and the plan is regularly reviewed for effectiveness.

1 Introduction

The EduGames Risk Management Plan identifies potential risks, evaluates their impact, and outlines strategies for addressing them. This document covers the following key elements:

1. Identification of potential risks: this involves identifying the potential risks that the project may face, including operational, financial, and ethical risks.
2. Evaluation of the impact of identified risks: this involves assessing the potential impact of each identified risk on the project and its stakeholders.
3. Development of mitigation strategies: this involves developing and implementing strategies for mitigating, transferring, or accepting the identified risks. These strategies should be tailored to the specific risks and should be integrated into the project's overall operations and decision-making processes.
4. Monitoring and reviewing the risk management plan: this involves regularly monitoring the effectiveness of the plan and making necessary adjustments to ensure its continued effectiveness.

2 Risk Management Plan

The EduGames project involves the development and testing of educational video games and interactive technology. Software development and research is generally classified as a low risk activity from a health and safety point of view, but it may present other types of risks on the management and implementation sides. User testing of software and interactive technology involving human participants is also generally considered a low risk activity from a health and safety perspective, if conducted in a carefully managed environment, but there are considerations on ethics and management. The EduGames project follows the health and safety directives set out in the relevant national legislation, the regulations of the University of Padova as a host organization, and any relevant local regulations in case any of the activities are carried out at external locations. The project also follows the ethical guidelines for low risk experiments involving human participants as set out by the British Psychological Society.

2.1 Risk identification and evaluation

Risk identification and evaluation is continuously carried out through the lifetime of the project. The process involves the following steps.

1. Identification and description of risk;
2. analysis of the likelihood and impact of the identified risk;
3. planning and execution of mitigation measures, including avoidance, control strategies, and monitoring; and

4. documentation of the risk in the Risk Management Plan for further monitoring.

This RMP considers three levels of likelihood and impact: low, medium, and high. Together, they contribute to the classification of risk in figure 1.

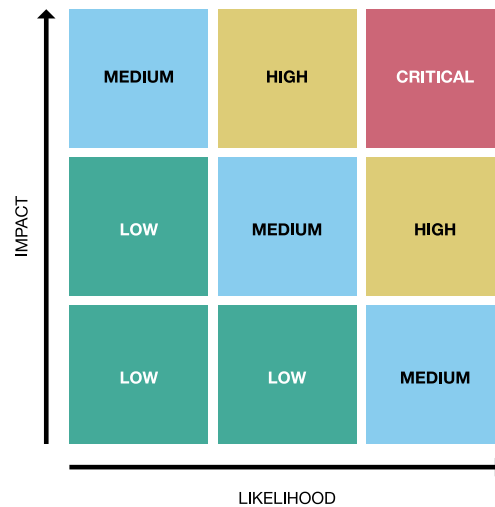


Figure 1: Risk classification matrix.

2.2 Risk monitoring and mitigation

Monitoring and mitigating risks is done continuously throughout the lifetime of the project by all the beneficiaries and the project partners according to this Risk Management Plan. The following outlines the general strategy to manage risks.

- Low: accept, mitigate, and monitor.
- Medium and High: avoid or mitigate, and monitor.
- Critical: eliminate through alternative planning.

3 Risk management table

Table 1 lists the risks foreseen at the start of the project. Unforeseen risks are risks that have been identified during the lifetime of the project, after the initial creation of this document. At the time of writing, no unforeseen risks have been identified.

4 State of play

At the time of writing this document, no risks have materialized.

Table 1. Risk Management Table of foreseen risks

Risk type	Description	WP	Likelihood	Impact	Mitigation strategy
Scientific	Insufficient participants for experiments	2	Low	Medium	Publicize the experiments by word of mouth and on social media. Involve students at UniPD and the public through outreach.
	Misalignment of objectives with industrial partners	1, 4	Medium	Low	Gather requirements and objectives during the exploratory phase, while continually working towards expanding the network. Organize regular meetings in which requirements and objectives are re-evaluated to ensure relevance.
Administrative	SW/HW development takes longer than anticipated	2	Medium	Medium	Gather clear requirements and plan the major features at the beginning. Plan development and monitor progress. Define a “good enough” cut-off.
	Equipment malfunction or unavailability	2	Low	High	Make sure equipment is easily repairable or replaceable. UniPD technical staff can assist with repairs or substitutions.
	Data too onerous to analyze	2	Low	High	Locate trained students to help with analysis. Train students to analyze data. Supervise students’ dissertations.
	Loss of critical staff during the project	1, 2	Low	Low	UniPD will assign new qualified administrative assistants to the project. A well-organized archive of documents and good group communication will limit the negative impact of staff departures. If personnel are known to be leaving, another assistant will be assigned prior to their departure.
Administrative	Delays in obtaining ethical clearance	1, 2	Low	Medium	Request ethical clearance as early as possible. Respond to committee’s requests promptly. If delays persist, supervisor and fellow will request updates and further information on progress. Adjust experimental schedule accordingly.
	SW/HW becomes popular and requires continual maintenance	2, 4	Medium	Low	Use industrial standards and technologies that make maintenance easier. Hire students to assist and supervise their dissertations. Plan for technology transfer through industrial partners.
	Training activities not available or mismatched timing	2, 3	Medium	Low	Supervisor and fellow to find substitute sources of training. Contact training provider to request syllabi and organize self- directed training.