

## Handout Testing Risk Analysis Checklist

	Risk Factor	N/A	PROBABILITY			Impact/ H/M/L	Mitigation
			LOW	MEDIUM	HIGH		
1.	What is the development relationship to testing?		Supportive	Uninvolved	Adversarial		
2.	Is the test schedule time constrained?		Schedule based on estimate	Mandated but, some flexibility with date	Mandated, little or no flexibility with date.		
3.	What is the most extreme direct consequence of project failure?		Cost of project	Loss of Customers	Business failure		
4.	The project size is:		1 - 3 months or 40 - 350 hours	3 - 9 months or 350 - 2500 hours	> 9 months or > 2500 hours		
5.	The product or functional requirements are:		Well defined and stable	Generally defined and stable	Poorly defined or unstable		
6.	Project Business Case / Objectives/ Priorities are:		Fully defined and agreed to	Mostly defined and agreed to	Either not defined or not agreed to		
7.	The project plan is:		Documented and updated on a current basis.	Documented and infrequently updated.	Nonexistent or not updated.		
8.	The project schedule and/or project end date were developed using:		Historical data, estimating tools and WBS techniques	Estimating tools and forward planning	Externally defined, date constrained		
9.	Project budgeted costs are:		Fully available on an ongoing basis	Available on a delayed basis	Unknown or not available		
10.	Based upon validated deliverables, the project is:		Ahead of schedule	On schedule	Behind schedule		
11.	Project deliverables have/will be:		Been QA'd to documented criteria	Been reviewed and accepted by users prior to turnover	Have been turned over without review		
12.	The test manager is/will be assigned:		Full-time	Greater than half-time	Less than half-time or there is no project manager		
13.	The experience of the testing manager in managing a project of this nature is:		Well experienced in this technology	Well experienced in similar technologies	Minimal to no experience in managing projects of this or similar technology		
14.	The team's experience in testing the application types is		Extensive	Limited	Novice		
15.	The project team is located in how many various sites:		1	2	3 or more		
16.	The stability of the test environment is /should be:		Very stable and routine	Transitional with documented changes	Dynamic		
17.	The test environment simulates the productions environment:		Exact Replicates	Close Replicates	Not similar		

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18	The test environment and test data is:		Dedicated to this project	Shared with a well established process	Shared, process to be determined or Not defined		
19	Testing tools to be used are:		Previously used	Similar to previously used tools	New and unfamiliar or not used		
20	Project team knowledge of defect tracking process is:		Documented, & understood.	Informally known	No known. No procedure		
21	The technical complexity of the project is:		Simple	Moderate	Highly complex		
22	The data complexity of the project is:		Simple	Moderate	Highly complex		
23	The technology that will be used to develop the product is:		Available and currently used	A mix of current and state-of-the-art	Exploratory, R & D		
24	The software development methodology to be used is:		Defined, documented, and supported by the team members	Mostly defined and supported by the team members	Not defined or not supported by the team		
25	The testing methodology to be used is:		Defined, documented, and supported by the team members	Mostly defined and supported by the team members	Not defined or not supported by the team		
26	The primary quality assurance methods that will be used on the project are:		Extensive reviews planned but team inexperienced.	Some reviews and inspections with heavier emphasis on testing	Few or no reviews and inspections with heavy emphasis on testing.		
27	Project deliverables including code will be under change control		All items, strictly enforced.	Most items, some enforcement	Few items, loosely enforced		
28	Will there be a promotion process for introducing code and data to the test environment?		Procedure and criteria are documented and secure	Procedure is documented and self policing	There is no procedure		
29	Is there an agreed development release schedule and process for introducing updated software to the test process?		Agreed, schedule and process	Documented schedule and process	No schedule or process		
30	Are unit test cases performed and documented		Test cases performed and documented	Test cases conducted, no documentation	Little or No performance. No documentation		

### Mitigation

Mitigation – For each risk item or group, potential risks will be analyzed and mitigation options discussed. Mitigation measures include:

- Implementing missing roles and responsibilities
- Documentation of issue and submission to issues management
- Instituting new processes for missing or incomplete processes
- Defining service level expectations with support units
- Documenting and communicating disclaimer

## Handout A – Risk Profile Worksheet

Plot risks in the following graph. Risks that have high probability and high impact are plotted in area 1. Risks with high probability but low impact are plotted in area 3. Risks with low probability and low impact are in area 4 and low probability and high impact are plotted in area 2. Plot medium probability risks and impacts near the middle lines of the graph.

