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| Operations & Training Risk Management Plan | |  |
| **Author:** Project Manager  **Status:** Draft / Final | **Created:** Mar 1  **Updated:** Mar 31 |  |

# Objective

The objective of this document is to review and provide solutions for possible risk that can be encountered during Plants Pals Project

Executive Summary

The duration of this project will be march 1 and march 31. The project milestones comprised of setting up order processing and supply chain management software, creating a plant delivery and logistics plan and developing, launching an employee training program for the services.

The potential risk that will be encountered during this project is Budget Risk and Schedule Risk.

**RISK TYPE ONE: Going over the project budget**

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Delivery truck costs $16,000 more than initially quoted** | **High** | [Avoid]. Find a cheaper delivery truck or find new vendor for procurement of the truck. |
| **Product vendor charges a higher rate than expected** | **Medium** | [Transfer]. Find a procurement agent to deal with purchasing which will save time and reduce risks |
| **Product vendor loses a product shipment** | **Low** | [Reduce or Control]. Advise the vendor on best practices for shipping the product. |

**RISK TYPE TWO: Falling behind the training schedule**

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Training Manager gets sick and misses a week of training** | **Low** | [Accept]. Hire a part-time training manager to fill that role for that week. |
| **Cannot hire enough employees in time to train them before launch** | **Medium** | [Transfer]. Contact HR to start the recruitment program before start of the project and use social media to promote it. |
| **Over 50% of employees quit after a difficult training process** | **Medium** | [Reduce or Control]. Discuss with the training manager to develop an easy materials for the trainings and provide hands on learning for the program. |

Appendix:

**Probability chart:**

|  |  |  |
| --- | --- | --- |
| **Probability** | | |
|  | **Qualitative** | **Quantitative (if measurable)** |
| **Low** | Very low chance of risk occurring. | Less than <10% chance of risk occurring. |
|
| **Medium** | Medium chance of risk occurring. | 10%-49% chance of risk occurring. |
| **High** | High chance of risk occurring. | 50%-100% chance of risk occurring. |
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**Impact chart:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Impact** | **Low** | **Medium** | **High** |
| **Financial** | Low financial impact,  costing the company $0-$14,000 | Medium financial impact,  costing the company $15,000-$29,000 | High financial impact,  costing the company $30,000 or more |
| **Operational** | Low impact to project operations, causing delays of a few days to a few weeks | Medium impact to project operations,  with potential to delay project by a month or more | High impact to project operations,  with potential to cause project failure |
| **People** | Low impact to employee attrition, with 5%+ of employees quitting | Medium impact to employee attrition, with 25%+ of employees quitting | High impact to employee attrition, with 50%+ employees quitting |

**Probability and Impact Matrix:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inherent Risk** | | | | |
|  | | **Impact** | | |
| **Low** | **Medium** | **High** |
| **Probability** | **High** | Medium | High | High |
| **Medium** | Low | Medium | High |
| **Low** | Low | Low | Medium |