



Operations & Training Risk Management Plan

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Objective

The purpose of a risk management plan is to identify, assess, and prioritize potential risks that could impact a project, and to develop strategies to mitigate or respond to those risks. It ensures that the project team is prepared to manage uncertainties and minimize negative outcomes on budget, schedule, and overall project success.

Executive Summary

The Plant Pals operations launch aims to expand Office Green's services by ensuring timely employee training and securing the resources needed for a smooth rollout. Key milestones include finalizing project designs, completing staff training, and securing delivery trucks and product vendors. Potential risks include exceeding the project budget due to vendor or equipment cost increases, as well as delays in training caused by staffing shortages or scheduling issues. By proactively planning for these risks, Office Green can safeguard project success and deliver on time and within budget.

RISK TYPE ONE: Going over the project budget

Scenario	Risk to project (L/M/H)	Mitigation Plan
Each delivery truck costs \$16,000 more than initially quoted, leading to an additional \$32,000 in total expenses.	H	Reduce or control → Negotiate fixed-price contracts with truck vendors, or secure quotes from multiple vendors before finalizing purchase. Add a budget buffer in case of fluctuations.
A product vendor charges	M	Transfer → Lock into a long-term vendor

a higher rate than expected, with an estimated cost impact of approximately \$17,000.		contract that guarantees pricing. Alternatively, use multiple pre-approved vendors to share risk exposure.
A product vendor loses a product shipment, resulting in a potential loss of over \$25,000.	M	Accept / Transfer → Accept the low probability but ensure insurance is in place to transfer financial risk if a shipment is lost. Keep a small emergency reserve fund.

RISK TYPE TWO: Falling behind the training schedule

Scenario	Risk to project (L/M/H)	Mitigation Plan
Training Manager gets sick and misses a week	L	Accept / Reduce → Accept the low probability, but reduce risk by cross-training another team member to cover training if needed.
Not enough employees hired in time to train before launch	H	Reduce or control → Start recruiting earlier, partner with staffing agencies, and maintain a reserve pool of candidates. Build contingency time into the training schedule.
More than 50% of employees quit after training	M	Reduce or control → Improve onboarding process, provide incentives for retention, and monitor employee morale. As contingency, maintain a candidate pipeline to replace lost staff quickly.

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.

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

