



# Project Plant Pals

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## Objective

The objective of this document is to outline risks to Project Plant Pals and the plans to mitigate those risks.

## Executive Summary

In normal circumstances, we would expect to launch the Plant Pals service by the end of the year. This includes the launch of a new website, and the delivery of plants to customers. See below for the risks to this project, and the mitigation plan to address them:

### 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.	High	Reduce -- Make a list of delivery services that could be used for delivery. Make sure that they offer what was meant to be covered internally.
Vendor charges are higher rate than expected.	Medium	Reduce -- Make a list of alternative vendors that may offer similar/same products which could be used to deliver at charges that were planned for.
A vendor loses a product shipment.	Low	Accept -- As the inherent risk is low, we accept this risk as is and hope that it does not happen. If it does happen, the recipient of the shipment needs an apology and the product needs to be re-sent.

## RISK TYPE TWO: Falling behind the training schedule

Scenario	Risk to project (L/M/H)	Mitigation Plan
<b>Your employee trainer gets sick and misses a week of training.</b>		Reduce -- Have two trainers responsible for delivering the training, if one gets sick the other can take over.
<b>You cannot hire employees in time to train them before launch.</b>		Reduce -- Make space alongside working hours so that there is time for training. Hire a couple of employees spare if possible to make sure that the orders can all be covered.
<b>More than 50% of employees quit after a difficult training process, leaving the company short-staffed.</b>		Accept -- Providing employees with a nice environment and support will hopefully mean that they'll all stay on.

## Appendix:

### Probability chart:

Probability		
	Qualitative	Quantitative (if measurable)
<b>Low</b>	Very low chance of risk occurring.	Less than <10% chance of risk occurring.
<b>Medium</b>	Medium chance of risk occurring.	10%-49% chance of risk occurring.

<b>High</b>	High chance of risk occurring.	50%-100% chance of risk occurring.
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#### Impact chart:

Types of Impact	Low	Medium	High
<b>Financial</b>	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
<b>Operational</b>	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
<b>People</b>	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