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| Operations & Training Risk Management Plan | |  |
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| **Author:** Project Manager  **Status:** Draft | **Created:** Mar 1  **Updated:** May 13 |  |

# Objective

The objective of this document is to create a risk management plan to mitigate risks that might affect the possible launch of the Plant Pal Operations.

Executive Summary

The project goal is to successfully launch the plant pal operations in line with the company’s objective thereby mitigating possible identifiable impacts caused by going over budget and falling behind training schedule.

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

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Your training manager gets sick and misses week of training** | **Medium** | Control risk.  Have a standby training manager |
| **You cannot hire enough employees in time to train before launch** | **Medium** | Transfer risk.  Outsorce hiring roles to 2 or more reputable agencies and place successful applicants in batches |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed.** | **Low** | Control risk.  Make the training process engaging and collaborative and get necessary feedback from the employees. Also encourage team bonding. |

**RISK TYPE TWO: Going over the budget**

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Each delivery truck cost $16,000 more than initially quoted** | **High** | Avoid risk.  Re-baseline the project plan and make allowances for extra costs in the budget plan. |
| **A product vendor charges a higher rate than expected** | **Medium** | Control risk.  Have alternative vendors to compare prices and control cost by negotiating prices lower than initial quote. |
| **A product vendor loses a product shipment** | **Low** | Transfer risk.  Keep a back-up vendor contact |

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 |