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| Operations & Training Risk Management Plan | |  |
| --- | --- | --- |
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# Objective

The objective of this document is to identify and categorize potential risks that could arise during the fulfillment of the project. By proactively identifying these risks, we can develop effective mitigation strategies to minimize their impact on the project's success.

Executive Summary

As the project manager for Office Green's Plant Pals operations launch, my role is to identify and plan for potential risks that may impact the project's success. After consulting with the team, we have identified two main risk types that require careful planning: going over the project budget and falling behind the training schedule.

By proactively identifying these risk scenarios and developing effective mitigation strategies, we are confident in our ability to successfully launch Plant Pals operations while maintaining budget adherence and timely execution of the training process. Through constant monitoring and agile response, we will ensure a smooth and successful project completion for Office Green.

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

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **A product vendor loses a product shipment.** | **5%** | Accept |
| **A product vendor charges a higher rate than expected.** | **20-25%** | Avoid |
| **Each delivery truck costs $16,000 more than initially quoted** | **50%** | Avoid |

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

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed.** | **5%** | Accept |
| **Your Training Manager gets sick and misses a week of training.** | **5-10%** | Accept |
| **You cannot hire enough employees in time to train them before launch.** | **20-30%** | Reduce or control |

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 |