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

The objective of this document is to outline the risks to the Plant pals Operations launch and the plans to mitigate those risks.

Executive Summary

In normal circumstances, we would expect to launch plant pals service by the end of the year. To launch plant pals service there will be operations to launch that include establishing a plant delivery (by purchasing delivery trucks, source packaging materials, and pay delivery drivers ), launching an employee training program (by developing training sessions, train employees to use the software and equipment, and monitor employee progress and improve training processes), and Select and install supply chain management software and equipment (by sourcing vendor). See below for 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** | **H** | Accept by setting aside extra funds to pay the additional cost of delivery trucks |
| **A product vendor charges a higher rate than expected** | **M** | Avoid by witching vendors |
| **A product vendor loses a product shipment** | **L** | Reduce or control by checking in daily with the vendor to make sure they are on top of their task to ship the products. |

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

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Your Training Manager gets sick and misses a week of training** | **L** | Accept. There’s nothing to do at this risk and it doesn’t have a big impact on the project. |
| **You cannot hire enough employees in time to train them before launch** | **M** | Transfer by asking a recruitment company to help with the recruitment process. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **M** | Reduce or control by checking in daily for employees’ feedback to help them if they are facing any difficulties and hire one assistant or more with the trainer to help employees when facing any difficulties. |

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 |