



# Operations & Training Risk Management Plan

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## Objective

The objective of this document is to record identifiable risks in the Operations & Training Plan and to propose mitigation plans to address each of them according to the level of importance.

## Executive Summary

The goal of the Operations & Training plan is to install and configure the new software and equipment for Plant Pals as well as establishing internal safety guidelines and training personnel. Milestones for this project are 1) set up of inventory management and fulfillment software, 2) installation of fulfillment equipment, and 3) establishing internal safety protocols for equipment. Potential risks are exceeding the budget and falling behind the training schedule.

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

Scenario	Risk to project (L/M/H)	Mitigation Plan
Software and equipment vendors raise the fixed cost	H	Transfer
Raise spending on packaging materials	M	Reduce or control
Extra hours for drivers	L	Accept

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

Scenario	Risk to project (L/M/H)	Mitigation Plan
HR or Training manager unable to work	H	Transfer
Delays on software and equipment installation	M	Accept
Team members sickness/personal day off	L	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

<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