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

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

Executive Summary

Our goal is to launch our Plant Pals operations by the end of the year. Establishing a plant delivery and logistics plan, selecting and installing supply chain management software and equipment, and developing and launching an employee training program are three of our milestones that need to be accomplished. Along the way, potential risks might occur. We identified two main risks: budget and schedule risks.

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

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Each delivery truck costs $16,000 more than initially quoted.** | **HIGH** | Avoid: The best way is to change our vendor and canvass and buy another cheaper alternative. |
| **A vendor charges a higher rate than expected.** | **MEDIUM** | Transfer: Find alternative vendors that offer a lower rate. |
| **A vendor loses a product shipment.** | **LOW** | Monitor: Monitor the situation and research alternative vendor |

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

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Your Training Manager gets sick and misses a week of training** | **LOW** | Monitor: Monitor the situation and have a backup Training Manager in case of happening |
| **You cannot hire employees in time to train them before launch.** | **MEDIUM** | Reduce: Reducing the risk by hiring employees earlier before launching. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **MEDIUM** | Reduce: Reducing the risk by making sure that the training is not tough for the employees to handle. |

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. |
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**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 |