



Operations & Training Risk Management Plan

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Objective

The objective of this document is to list risks identified for operation launch as per their risk level.

Executive Summary

The Project of operation launch involves delivery of Office Plants. To ensure that it goes as per the schedule with least trouble below lists are identified.

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	Avoid.Contingency Budget planned.
A product vendor charges a higher rate than expected	M	Transfer. Keep a backup vendor ready in case the vendor charges extra then that other vendor can be used.
A product vendor loses a product shipment.	L	Accept. This situation has to be accepted and immediately communicated to the customers about the delay and next arrangements have to be done as faster as can.

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	Transfer. Arrange for a backup trainer.
You cannot hire enough employees in time to train them before launch.	M	Avoid. A month's delay is a huge delay. It has to be communicated to all stakeholders. And a buffer time has to be added in the hiring plan to ensure the effect of this risk is diluted. Also extra task force can be added to speed up the hiring process.
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	M	Accept. This risk has to be accepted and next steps taken to hire more employees. Also a feedback has to be taken from left employees about what went wrong so that next time it can be avoided.

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