



# Project Plant Pals

**Author:** Project Manager (Fahim Arsad)  
**Status:** In Progress

**Created:** April 4, 2021  
**Updated:** April 4, 2021

---

## Objective

The objective of this document is to identify potential risks for the Plant Pals operations launch.

## Executive Summary

The project milestone is to establish an efficient delivery system. Another aim is to operate a training program for the employees. The project duration will be 3 months. The following reasons can appear as a risk to the goal of the project.

### 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	High	Office Green would pay \$32,000 more than expected for their two delivery trucks.
A vendor charges a higher rate than expected	Medium	Set up an alternative vendor at the early stage of the project
A vendor loses a product shipment	Low	Set up an alternative vendor at the early stage of the project

## RISK TYPE TWO: Falling behind the training schedule

Scenario	Risk to project (L/M/H)	Mitigation Plan
Your employee trainer gets sick and misses a week of training.	Low	Add a buffer week at the end of the project
You cannot hire employees in time to train them before launch	Medium	Release the recruitment decoration at least 2 weeks before the training begins
More than 50% of employees quit after a difficult training process, leaving the company short-staffed.	Medium	Take weekly employee review on the course content, rearrange the course contents on basis of that

## Appendix:

### Probability chart:

Probability		
	Qualitative	Quantitative (if measurable)
Low	Very low chance of a risk occurring.	Less than <10% chance of a risk occurring.
Medium	Medium chance of a risk occurring.	10%-50% chance of a risk occurring.
High	High chance of a risk occurring.	50%-100% chance of a risk occurring.

### Impact chart:

Types of Impact	Low	Medium	High
<b>Financial</b>	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