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| 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**

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| --- | --- | --- |
| **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**

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| --- | --- | --- |
| **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:**

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| --- | --- | --- |
| **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. |
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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 |