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

The objective of this document is to visualize and plan ahead any possible contingency to

reduce, avoid, transfer or accept any risk that could affect the Plant Pals operations launch.

Executive Summary

This project will take 3 months to be completed and its main milestones are: develop and launch

an employee training program and select and acquire supply chain equipment, however we are

expecting some budgetary and staff risks, during the project development.

**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. Switch to other vendors. |
| **A product vendor charges**  **a higher rate than**  **expected** | **M** | Reduce or control. Negotiate with the vendors or  switch to other vendors. |
| **A product vendor loses a**  **product shipment** | **L** | Accept. Monitor the situation and figure out the  solution if it happens too often. |

**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** | Accept. Make alternative training programs as a  backup |
| **You cannot hire enough**  **employees in time to train**  **them before launch.** | **H** | Accept. Monitor the situation and tell the clients to wait for us. |
| **More than 50% of**  **employees quit after a**  **difficult training process,leaving the company short-**  **staffed.** | **M** | Reduce or control. Try to increase the salary and  bonus. |

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 |
| **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 |