



Operations & Training Risk Management Plan

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Objective

The objective of this document is to identify and plan the **budget** and the **schedule risks** associated with Plant Pals operations launch .

Executive Summary

- **The project length :** 6 Months
- **Project milestones :**
 1. Main focus of the project is to bring in sustainable fulfillment and delivery practices for the services of routine operations by curbing revenue loss ,avoiding cancellations and high quality customer services.
 2. By smooth functioning of the plant a 5% increase in revenue for Green office .
 3. The delivery of 95% of orders within one month of launch by planning it efficiently .
 4. Purchase of delivery trucks ,hiring drivers and calculation of delivery fees.
 5. Ensure all shipments are packaged and ready for shipment within two business days of being placed by properly maintaining the software .
 6. Train 90% of the employees before the official service launch by providing proper training .
- **Potential Risks:**
 - 1.Exceeding the **budget** .
 - 2.Delays in the completion of **training** .

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 . ↓ \$ 32,000 | H | Avoid : Go for alternate truck vendors who provide competitive prices . |
| Vendor charged a rate higher than usual .↓ \$ 17,000 | M | Transfer : Choose another vendor who agreed for the price that was fixed earlier. |
| A product vendor lost their product shipment .↓ \$ 25,000 | L | Reduce or Control : Bring in place an efficient product tracking system . |

RISK TYPE TWO: Falling behind the training schedule

| Scenario | Risk to project (L/M/H) | Mitigation Plan |
|--|-------------------------|--|
| Unavailability of staff due to mass resignation after training potential to cause failure . | H | Avoid : Go for alternate training methodologies so that it does not burden the employees rather uplift and motivate them. |
| Unavailability of trainers before launch ,delay by a month . | M | Reduce or Control :Pre-plan and schedule and always keep backup trainers. |
| Delay in training schedule by a week . | L | Transfer : Choose another trainer with the same skill set until the current trainer is fit to train. |

Appendix:

- First, consult the **Probability chart** to determine whether the risk has a low, medium, or high chance of occurring.
- Next, use the **Impact chart** to identify whether each risk poses a low, medium, or high impact to finances, operations, or people.
- Finally, use the **Probability and Impact Matrix** to calculate the inherent risk as low, medium, or high.
- Enter the inherent risk rating under **Risk to project** in the budgetary risk chart. You can color-code the rating for clarity (green for low, yellow for medium, and red for high).

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 |