

Project Charter: Sauce and Spoon

| Operations & Training Risk Management Plan | |  |
| --- | --- | --- |
| **Author:** Project Manager  **Status:** Draft | **Created:** Mar 1, 2023  **Updated:** Mar 31, 2023 |  |

# Objective

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

Executive Summary

The project is aimed for one year and focuses on creating operations for day-to-day delivery systems. Potential risks and mitigation plans are discussed below.

**RISK TYPE ONE: Going over the project budget**

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **delivery truck/unit costs $16,000 more than initially quoted** | **H** | Negotiate the price to the maximum discounted price |
| **A product vendor charges a higher rate** | **M** | Hire another vendor |
| **A product vendor loses a product shipment** | **L** | Consider tracking shipments through multiple services with OTP services at the vendor and customer’s end. |

**RISK TYPE TWO: Falling behind the training schedule**

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Training Manager gets sick and misses a week of training** | **M** | Have 1-2 alternative training tutors in place |
| **You cannot hire enough employees in time to train them before launch** | **M** | Temporary staffing or contract staffing or cross-training. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **L** | Rewards program after training to encourage employees, regular feedback during training to improve the process. |

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 |