



Operations & Training Risk Management Plan

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Objective

The objective of this document is for consulting with team members to identify potential risks for the Plant Pals operations launch

Executive Summary

identify potential risks for the Plant Pals operations launch, there are two main risks types to plan for: Going over the project **budget** and Falling behind the training **schedule**.

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	Office Green would pay \$32,000 more than expected for their two delivery trucks.
A product vendor charges a higher rate than expected.	M	Office Green would pay \$32,000 more than expected for their two delivery trucks.
A product vendor loses a product shipment.	L	A lost shipment would cost over \$25,000.

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	You can avoid this risk by letting another team member continue the training.
You cannot hire enough employees in time to train them before launch	M	Avoid this risk by having alternative employees to hire prior in time.
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	M	Reduce this risk by controlling the training process not to be so difficult.

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.
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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