****

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

# Objective

The objective of this document is to identify and mitigate two risks

Executive Summary

[Detail the length of the project, project milestones, and introduce potential risks here.]

**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** | **L** | Office Green would pay $32,000 more than expected for their two delivery trucks. |
| **A product vendor charges a higher rate than expected.** | **M** | Look for a cheaper vendor |
| **A product vendor loses a product shipment.** | **H** |  |

**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** | **L** | Transfer |
| **You cannot hire enough employees in time to train them before launch.** | **M** |  |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed.** | **H** |  |

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 |