



Operations & Training Risk Management Plan

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Objective

The objective of this document is to identify and prepare for the possible internal and external risks which the project could happen during the Plant Pals operations launch.

Executive Summary

The project goal is to increase revenue by 5% in six months by rolling out a new service for day-to-day operations.

Project has 3 milestones: Establish a plant delivery and logistics plan; Select and install supply chain software and equipment; Develop and launch an employee training program.

The project should achieve 3 deliverables: Deliver 95% of orders on time within one month of launch; All orders should be packaged and ready for shipment within two business days of being placed; Train 90% of employees before the official service launch.

The project has a tight budget (budget limit \$30,000).

This document emphasizes potential risks and mitigation strategies for these risks.

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 – Find cheaper trucks
A product vendor charges a higher rate than	M	REDUCE/CONTROL – Negotiate about the discount

expected		
A product vendor loses a product shipment	L	ACCEPT – Communicate with the vendor to fix the shipment

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 – Prepare paper materials for training
You cannot hire enough employees in time to train them before launch	M	REDUCE/CONTROL – Communicate with HR about speeding up hiring process
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	M	AVOID – Communicate with HR. HR should discuss with candidates the complexity of training 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