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| Project Plant Pals | |  |
| **Author:** Project Manager  **Status:** Draft | **Created:** Mar 1  **Updated:** Mar 31 |  |

# Objective

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

Executive Summary

There are two main risk types:

1. Going over the project budget
2. Falling behind the training schedule

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

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Each delivery truck costs $16000 more than initially quoted** | **H** | Transfer: Change the organization of the delivery trucks, which are cheaper than the current one. |
| **A vendor changes a higher rate than expected** | **M** | Reduce: Try to deal with vendor with the appropriate price for the appropriate products as much as possible. |
| **A vendor loses a product shipment** | **L** | Monitor: Each shipment should be monitored and sends the tracking messages to the vendor. |

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

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Your employee trainer gets sick and misses a week of training** | **L** | Accept: This type of situation is not in the control of anyone. It can also occur very few times. |
| **You cannot hire employees in time to train them before launch** | **M** | Reduce: Try to hire as much employees as you can. So at least the organization have to suffer less. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **M** | Control: Try to control this type of situations by making the employees happy with good salary and motivations. |

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 |