



Operations & Training Risk Management Plan

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Objective

The objective of this document is identify potential risks, estimate their impact, and mitigate the management plan

Executive Summary

The project Plant pals operation and training plan is set to start on April 1st and completed by the end of the year. The milestones are Installation of supply chain software and equipment, Developing training materials and establishing plant delivery and logistic plan. Potential risks identified are 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	High	Avoid/Reduce - Have a backup vendor in line. Consider lease vs buy option
A product vendor charges a higher rate than expected	medium	Avoid/reduce - lower the product ordered. Check for another vendor for quotation
A product vendor loses a product shipment	low	Accept - Discuss with vendor and take steps to mitigate risk for future shipment.

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	medium	Control - Have another person also trained on the product so can take over training in absence of training manager
Cannot hire enough employees in time to train them before launch	high	Reduce - have intensive program for the employees to motivate to do extra work to reach the target
More than 50 % employees quit after a difficult training process, leaving the company short- staffed	low	Accept - Have discussion with the training manager and improvise the training modules to make it easy for employees to understand operate.

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