



# Operations & Training Risk Management Plan

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## Objective

The objective of this document is document inherent and external risks the project will face in Plant Pals operations.

## Executive Summary

The project goal is to deliver plants ordered to customers in timely manner, achieving at least 90% targeted delivery. In addition the project has a tight budget which cannot exceed \$30000 as allocated. The documents will highlight potential risks and mitigation strategies to deal with them.

### 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 – Look for cheaper trucks
A product vendor charges a higher rate than expected	M	REDUCE/CONTROL – Negotiate for better price
A product vendor loses a product shipment	L	ACCEPT – If losses are minimal

## 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 a replacement
You cannot hire enough employees in time to train them before launch	M	REDUCE/CONTROL – Discuss with HR on speeding up hiring process
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	M	AVOID – Get employees briefed on upcoming training and prepare them beforehand

## 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.

<b>High</b>	High chance of risk occurring.	50%-100% chance of risk occurring.
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#### Impact chart:

Types of Impact	Low	Medium	High
<b>Financial</b>	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
<b>Operational</b>	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
<b>People</b>	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