****

|  |  |  |
| --- | --- | --- |
| Operations & Training Risk Management Plan | |  |
| **Author:** Peta  **Status:** Draft | **Created:** Mar 1  **Updated:** Mar 31 |  |

# 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. |
| **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 |