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| **Operations & Training Risk Management Plan** | |  |
| **Author: AB Project Manager**  **Status: Final** | **Created: January 10th**  **Updated: January 12th** |  |

# **Objective**

### **Our plan is to create and implement an Operations and Training plan to meet the demands of the Plant Pals new service.**

**Executive Summary**

**[Detail the length of the project, project milestones, and introduce potential risks here.]**

**This project is about launching the Plant Pal operations. This project will ensure the continuous support to Plant Pal new launch. There are two important**

**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** | **Reduce /Control. Fix the price and add a plan two separate vendor for each truck.** |
| **A product vendor charges a higher rate than expected** | **M** | **Reduce /Control. Fix the price and add a plan to add multiple vendors for product supply.** |
| **A product vendor loses a product shipment.** | **L** | **Transfer. Product vendor must insure their assignments. Make it mandatory criteria for vendors to have shipment insurance in place during their tenure of service.** |

**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. Have a buffer time added during finalizing the training period.** |
| **You cannot hire enough employees in time to train them before launch.** | **M** | **Transfer. Hire a trained employee batch for a limited period of time from a service vendor.** |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **L** | **Transfer. Hire a trained employee batch for a limited period of time from a service vendor.** |

**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** |