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| Operations & Training Risk Management Plan | |  |
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# Objective

The objective of this document is to outline the risks to the Plant Pals operations plan, their likelihoods, and potential risk reduction strategies.

Executive Summary

The 3 month Operations Plan aims to build and maintain a reliable plant delivery pipeline. Key deliverables include creating a delivery plan, installing equipment, and developing training. Potential risks involved are cost overruns and training delays.

**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: select less risky truck provider. |
| **A product vendor charges a higher rate than expected.** | **M** | Reduce or control: use alternative suppliers as backup options. |
| **A product vendor loses a product shipment.** | **L** | Reduce or control: use multiple suppliers to reduce both impact and probability. |

**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: add one week buffer in training in the chance the Training Manager needs time off. |
| **You cannot hire enough employees in time to train them before launch.** | **M** | Reduce or control: enlist help of staffing agencies to increase hiring capacity. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed.** | **M** | Reduce or control: monitor employee morale and reduce intensity of training if problems appear. |

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 |