****

|  |  |  |
| --- | --- | --- |
| Operations & Training Risk Management Plan | |  |
| **Author:** Elia Ai  **Status:** Final | **Created:** Mar 1  **Updated:** Mar 31 |  |

# Objective

The objective of this document is identify potential risks for the Plant Pals operations launch.

Executive Summary

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

In the Plant Pals operations launch which will last 15 weeks with 3 milestones, two main risk types are considered of budget and 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 | H | Avoid since if it occurs, Office Green would pay $32,000 more than expected for their two delivery trucks |
| A vendor charges a higher rate than expected | M | Reduce since if it occurs, budget impact would be approximately $17,000. |
| A vendor loses a product shipment | L | Control this since if it occurs, a lost shipment would cost over $25,000. |

**RISK TYPE TWO: Falling behind the training schedule**

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| Your employee trainer gets sick and misses a week of training | M | Transfer, since there is a 10%-20% chance this risk will occur and have contingency in place. |
| You cannot hire employees in time to train them before launch | M | Reduce it since this could be potentially big problem for launch. |
| More than 50% of employees quit after a difficult training process, leaving the company short-staffed | L | Avoid it since although it’s low risk, that’s a high turnover affecting lots of parts in business. |

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 |