



# Operations & Training Risk Management Plan

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## Objective

The objective of this document is to identify budget / schedule risks to Plant Pals operations launch & mitigation plan.

## Executive Summary

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

### RISK TYPE ONE: Going over the project budget

Scenario	Risk to project (L/M/H)	Mitigation Plan
Each delivery truck costs \$16k more than initially quoted.	H	Transfer it – we could find quotes for different delivery trucks with a fixed/cheaper cost.
A product vendor charges a higher rate than expected.	M	Control It – we could see if the vendor could charge a fixed rate, get this in writing and sign off on it so there are no budget surprises.
A product vendor loses a product shipment.	M	Accept – there aren't many mitigation processes we can use to avoid this risk, there is a low probability of this risk happening so on the off chance it does happen we will have to wear/accept it.

## RISK TYPE TWO: Falling behind the training schedule

Scenario	Risk to project (L/M/H)	Mitigation Plan
Training Manager gets sick and misses a week of training.	L	Accept It – the probability & impact of this risk is low. If this risk does occur this won't affect the project drastically, we can just accept it. We can also plan to have a second trainer step in if this risk were to occur to avoid delaying the training by a week.
You cannot hire enough employees in time to train them before launch.	M	Reduce/Control – to help reduce this risk we can post more job advertisements to attract more applicants. We can also post the job ads earlier to allow for more time for applications, interviews and onboarding.
More than 50% of employees quit after a difficult training process, leaving the company short-staffed.	M	Reduce/Control – we can ensure the training process is as enjoyable as possible, avoid making it too difficult and risk losing employees.

## Appendix:

### Probability chart:

Probability		
	Qualitative	Quantitative (if measurable)
Low	Very low chance of risk occurring.	Less than <10% chance of risk occurring.

<b>Medium</b>	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.

#### 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
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