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| 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**

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| --- | --- | --- |
| 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 attracts 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. |
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| **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 |