



# Operations & Training Risk Management Plan

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**Status:** Draft

**Created:** Mar 1  
**Updated:** Mar 31

## Objective

This document aims to outline the mitigation plans for Project Plant Pals.

## Executive Summary

In normal circumstances, we expect to launch the service by the year's end. This includes the launch of a new website and plant delivery to customers. Major milestones include procurement of vehicles and hiring of drivers, installation of software and fulfilment apparatus, and the training of personnel on safety protocol and software usage. The following areas have a pronounced opportunity for risks to arise: budget overrun and project run-time.

### 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	Accept
A product vendor charges a higher rate than expected.	M	Minimize
A product vendor loses a product shipment.	L	reduce/control

## 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
You cannot hire enough employees in time to train them before launch.	M	Transfer
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	M	Transfer

## 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
<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