Office Green

Operations & Training Risk Management Plan

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Objective

The objective of this document is to represent risks that may be involved as a project is undergoing and some possible mitigation plan to overcome the risks.

Executive Summary

[Detail the length of the project, project milestones, and introduce potential risks here.]
As a part of new product or service releases, there is a need that all employees understand standard operations and procedures related with the new releases before it reaches the hands of customers. The Operations & Training Plan will facilitate that, hopefully, all the employees will be aware of standard operating procedures. This project will be undergoing in 6-months for employees to train the employees and make sure that the Operational Standard that has been built could be achieved by all the employees. Unfortunately, there are some probabilities that the project will be interfered with by risk which encompass the project. There are two main-type risks that will need to be considered before the project starts like **Going over the project budget** and **Falling behind the training 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	High	Avoid by using another vendor for delivery truck
A product vendor charges a higher rate than expected	Medium	Reduce or control by using not only one product vendor

A product vendor loses a product shipment	Low	Reduce or control by using check-and-balance mechanisms for product shipment

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	Low	Reduce or control by making sure Training Manager does not get sick
You cannot hire enough employees in time to train them before launch	Medium	Transfer it to the Human and Resource Development to making sure employees could hire in the same amount that needed
More than 50% of employees quit after a difficult training process, leaving the company short-staffed	Medium	Reduce or control by making sure the process of training is not too difficult for the employees and the materials are easy to understand.

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