# Risk Management Plan

**Project Name:** GreenLeaf Medical Delivery

**Company Name: GreenLeaf Medical Delivery**

**Location:** Bridgeport, CT  
**Date:** [Insert Date]

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**1. Introduction**

The GreenLeaf Medical Delivery project is aimed at establishing a legally compliant and efficient medical marijuana delivery service. Given the regulatory, operational, and technological uncertainties, risk management is critical for the project's success. This document outlines the structured approach for identifying, assessing, and mitigating risks throughout the project lifecycle.

The project has been categorized as **medium risk**, with a risk score of 24 on a 100-point scale. The primary areas of risk include legal compliance, technology implementation, and logistics.

Before initiating risk management, key project elements such as work scope, resource allocation, scheduling, and compliance requirements were defined.

**2. Top Three Risks**

The following risks have been identified as having the highest probability and impact on the project:

1. **Regulatory Compliance Delays**
   * Risk: Unexpected delays in obtaining necessary licenses and permits.
   * Impact: Delays in project launch and potential legal consequences.
   * Mitigation: Legal teams will proactively engage with regulatory bodies and expedite paperwork submission.
2. **Technical Implementation Challenges**
   * Risk: Integration issues with the secure online ordering system and GPS tracking.
   * Impact: Service disruptions and compromised security.
   * Mitigation: Conduct phased testing, employ experienced developers, and implement contingency plans.
3. **Driver Shortages and Training Delays**
   * Risk: Inability to hire and train sufficient delivery personnel.
   * Impact: Inadequate service coverage and customer dissatisfaction.
   * Mitigation: Launch early recruitment campaigns and offer competitive incentives.

**3. Risk Management Approach**

The risk management strategy involves:

* Systematic identification, ranking, and scoring of risks.
* Assignment of mitigation strategies and responsible risk managers.
* Regular monitoring of risks through bi-weekly meetings.
* Lessons learned analysis post-project to refine future risk management processes.

**4. Risk Identification**

Risks were identified through the following methods:

* **Expert Interviews:** Consulted industry professionals on legal and operational risks.
* **Risk Assessment Meeting:** Conducted brainstorming sessions with key stakeholders.
* **Historical Review:** Analyzed risks encountered in similar delivery service projects.

All identified risks are documented in the **Risk Register**.

**5. Risk Qualification and Prioritization**

Risks were assessed based on **probability and impact**, using a probability-impact matrix. High-priority risks were included in the project schedule, ensuring mitigation measures are implemented at appropriate stages.

**6. Risk Monitoring**

* The **Project Manager** will oversee risk monitoring throughout the project.
* High-priority risks will be assigned to **Risk Managers** who will provide status updates during bi-weekly team meetings.
* **Trigger conditions** will be defined for each risk to ensure proactive response measures.

**7. Risk Mitigation and Avoidance**

For each high-priority risk, the following actions will be taken:

* **Regulatory Compliance Delays:** Continuous engagement with regulatory bodies and preemptive document submission.
* **Technical Challenges:** Conducting iterative testing and hiring experienced developers.
* **Staffing Issues:** Early recruitment campaigns and offering retention incentives.

In extreme cases, additional funding may be allocated to resolve unforeseen issues, while schedule and scope flexibility will remain minimal.

**8. Risk Register**

| **ID** | **Risk Category** | **Risk Description** | **Probability** | **Impact** | **Mitigation Strategy** | **Owner** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Regulatory | Licensing and permit delays | High | High | Proactive legal engagement, early application | Legal Team |
| 2 | Technology | Ordering system failures | Medium | High | Phased testing, experienced developers | IT Manager |
| 3 | Operations | Insufficient delivery staff | High | Medium | Early hiring, incentives | HR Manager |

**9. Sponsor Acceptance**

**Approved by:**

**[Project Sponsor Name]**  
**[Project Sponsor Title]**  
**Date: [Insert Date]**