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| Operations & Training Risk Management Plan | |  |
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# Objective

The objective of this document is to identify, assess, and develop mitigation strategies for potential risks that could impact the budget and schedule of the Plant Pals operations launch.

Executive Summary

The goal of this project is to successfully launch Plant Pals operations. Key milestones include procurement, training, and operational commencement. Identified risks affecting this project predominantly relate to budget overruns and training schedule delays.

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

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Loss of product shipments** | **L** | Avoid: Insure shipments and choose reliable vendors. |
| **Higher vendor rates** | **M** | Accept/Reduce: Budget adjustment or renegotiate terms. |
| **Increase cost of delivery trucks** | **H** | Transfer: Negotiate with alternate suppliers or include cost-overrun clauses in contracts. |

**RISK TYPE TWO: Falling behind the training schedule**

| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| --- | --- | --- |
| **Training Manager Illness** | **L** | Reduce: Develop a backup training plan with secondary trainers. |
| **Hiring Delays** | **M** | Accept/Control: Extend recruitment timeline and efficient training modules. |
| **High Employee Turnover Post-Training** | **M** | Avoid: Re-evaluate and redesign the training process to be more engaging and less strenuous. |

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 |