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| Operations & Training Risk Management Plan | |  |
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| **Author:** Project Manager (Shikhar Satpute)  **Status:** Draft | **Created:** Mar 1  **Updated:** Mar 31 |  |

# Objective

The objective of this document is to help Office Green determine what the risks are in order to reduce their likelihood and provide a means for better decision-making in order to avoid future risk

Executive Summary

In normal circumstances we would expect to launch the Plant Pals service within six months.

This includes the launch of a new website and delivery of plants to customers. See below for risk

to this project, and the mitigation plan to address them.

**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** | Avoid - This risk can be avoided by sourcing the  delivery trucks from a different supplier |
| **A product vendor charges a higher rate than expected.** | **M** | Transfer - Sharing this risk with a third-party vendor who distributes similar products with the same qualities is the safest bet to offset the high  charges. |
| **A product vendor loses a product shipment** | **L** | Rework with the supplier for a lost shipment, seek another shipment from another supplier that provides a temporary application |

**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** | **M** | While hiring the training manager, get detailed health checkup plan from him and appoint the doctor for consulting periodically. |
| **You cannot hire enough employees in time to train them before launch.** | **H** | To Communicate the risk with the Stakeholders and give the actual defined timeline such that the all employees get training before launch date. |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **L** | To make the training process easier and interesting that No one quit the training process. |

Appendix:

**Probability chart:**

| **Probability** | | |
| --- | --- | --- |
|  | **Qualitative** | **Quantitative (if measurable)** |
| **Low** | Very low chance of a risk occurring. | Less than <10% chance of a 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 |