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| Operations & Training Risk Management Plan | |  |
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Objective

The objective of this document is to reveal the risks inherent in the latest Plant Plan project. There are two main risks in the office green project: falling behind the training plan and going over budget.

Executive Summary

The project is six months long, divided into three phases. By the end of the third phase, we aim to have achieved a training success rate of almost 100%. The main problems may be that we have not taken into account the sudden increase in costs or that human resources are not performing as expected.

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

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Each delivery truck costs $16,000 more than initially quoted.** | **H** | REDUCE OR CONTROL IT- try to bargain with the amount to be paid |
| **A product vendor charges a higher rate than expected.** | **M** | TRANSFER IT- try to change the vendor and find the next best possible vendor for the same |
| **A product vendor loses a product shipment.** | **M** | ACCEPT IT- as nothin can be done so it needs to be accepted |

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

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| --- | --- | --- |
| **Scenario** | **Risk to project (L/M/H)** | **Mitigation Plan** |
| **Your Training Manager gets sick and misses a week of training** | **L** | TRANSFER IT- try to find the new training manager for the meantime as training cannot be stopped for this reason |
| **You cannot hire enough employees in time to train them before launch** | **M** | ACCEPT IT- as nothing can be done so we need to accept it |
| **More than 50% of employees quit after a difficult training process, leaving the company short-staffed** | **L** | REDUCE OR CONTROL IT- training process could be made a little less difficult as employees are finding it to be difficult and as a result leaving the company |

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. |
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**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 |