

Memo 6 – Plant Manager

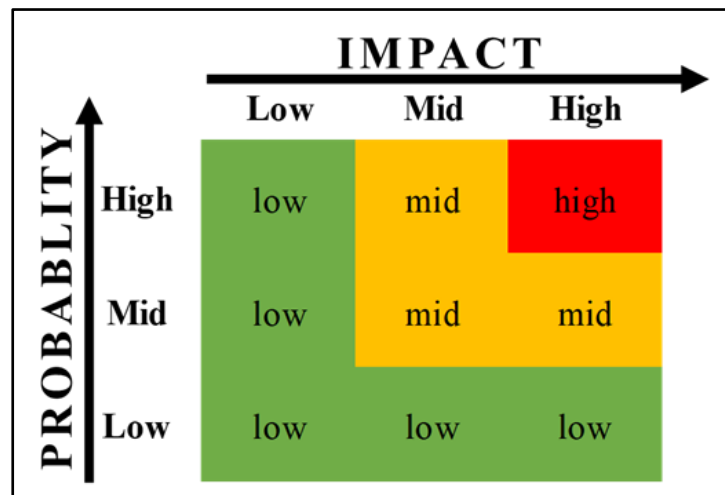
Subject: Project Risks - Paint Booth Installation

From: Ethan Beets, Plant Manager

As part of the risk planning phase, please review the following potential risks and place them into the **Risk Register**. These are just my initial thoughts, feel free to add any new risks based on your judgment. I have ranked their probabilities and impact from low (1) to high (5).

Item	Possible Risk	Probability	Impact
Permits / Plan Check	Delays in approvals or new compliance requirements	3	1
Facility Prep	Underestimated HVAC/electrical needs	2	5
Equipment Rentals	Critical equipment not available on time	3	2
Installation	Unforeseen code compliance issues, need for additional modifications	5	3

Risks can also be presented in a **Risk Matrix**. This can be a powerful way to communicate your risks in a presentation. Here is what an empty one looks like:



Maintaining a **Risk Register** ensures that potential problems are tracked, owned, and addressed before they can derail the project.

Best,
Ethan