



Operations & Training Risk Management Plan

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Objective

The objective of this document is to give detailed knowledge about any risk mitigating in the entire project during operational and training management and plans to overcome it.

Executive Summary

The Project is based on an Operational and training plan which is 4 months long. The goal of the project is to deploy new services to its customers by developing new websites and providing training to all the employees at Office Green. The project is broadly divided into three milestones.

- 1) Establish a plant delivery and logistics plan
- 2) Select and install supply chain management software and equipment
- 3) Develop and launch an employee training program.

RISK TYPE ONE: Going over the project budget

Scenario	Risk to project (L/M/H)	Mitigation Plan
The prices of seeds majorly being used in the project pals have been increased by 30%	M	Look for other seed suppliers so that we don't fall short in budget.
The cost of freelancer/contractual digital content creator is higher than expected.	L	Negotiate well with the candidate for the compensation part with timeline flexibility.
Transportation cost of dispatching the plants in uptown is way higher than the transportation budget.	H	Look for alternative modes of transport and alternative local vendors who could deliver the plants in uptowns directly. Reducing the overall cost of the service.

RISK TYPE TWO: Falling behind the training schedule

Scenario	Risk to project (L/M/H)	Mitigation Plan
Delivery of the plant pal is usually delayed in the uptown area of the cities than in suburbs.	H	The attrition among the delivery driver is above 50% due to which the project will be delayed.
Training modules are not prepared timely due to software pending software installation	M	Involve contractual content maker for training creating training material in few days and help in streamlining training processes effectively

Appendix:

PROBABILITY CHART

	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