



Office Green

Project Plant Pals

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Objective

The objective of this document is to outline risks to Project Plant Pals operation launch and the plans to mitigate those risks.

Executive Summary

Office Green plans to launch the Plant Pals operations within six months. The operations team will establish a delivery plan, set up operations software for inventory and supply chain management, and develop and implement an employee training program. There are two primary types of risk to this project: budget and schedule. Review the tables below for risks to this project, and mitigation plans to address them.

RISK TYPE ONE: You are at risk of going over budget

Scenario	Risk to Project	Mitigation Plan
A product vendor loses a product shipment.	Low	Accept the risk and monitor. Keep other vendors' estimates on hand and maintain good business relations just in case.
A product vendor charges a higher rate than expected.	Medium	Control the risk by getting estimates from multiple vendors and negotiating or modifying the SoW to stay within budget.

Each delivery truck costs \$16,000 more than initially quoted.	High	Avoid the risk by using lower-cost options for delivery, such as purchasing used trucks or renting trucks until customer demand outweighs the cost of the new trucks.
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RISK TYPE TWO: You are at risk of falling behind schedule to train employees

Scenario	Risk to project	Mitigation Plan
Your employee trainer gets sick and misses a week of training.	Low	Accept the risk and monitor. Perhaps add a small buffer to date estimates for training completion.
More than 50% of employees quit after a difficult training process, leaving the company short-staffed.	Medium	Control the risk by meeting with the Training Manager regularly to streamline training plans and limit difficulty. Add employee incentive for finishing the training program.
You cannot hire employees in time to train them before launch.	Medium	Control the risk by working closely with the Hiring Manager throughout the process. Add additional staff to help with the hiring process and work with Human Resources to hold hiring fairs and events to attract large groups of potential employees.

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, causing 5%+ of employee turnover	Medium impact to employee attrition, causing 25%+ of employee turnover	High impact to employee attrition, causing 50%+ of employee turnover

Probability and Impact Matrix:

Inherent Risk				
		Impact		
		Low	Medium	High
Probability	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

