 **Dutch Brothers Plus** Tel: 530-315-4839

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Oct 06, 2018 |  |  | 1100 |

Jeffery Morse, PM

Dutch Brothers Plus

*Dutch Brothers Plus Building Plan*

Project Risk Management Plan

The project risk management plan is the part of the project management plan that defines how risk management activities will be structured and completed.

### REVISIONS AND DISTRIBUTION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Revision** | **Release date** | **Distributed to\*** | | | | | | | | | | | |
| Client | Consultant | Main office(s) | Project Manager | Procurement Manager | Quality Manager | Costs Manager | Building and Planning | Contractor | Sub-contractors | Suppliers |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

#### Amendments

The Project Risk Management Plan may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. If pages must be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating, “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

### PROJECT SPONSOR APPROVAL

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Reviewed by:** | **Approved by Proj. Sponsor:** |
| HQ, 06/10/2018 | Place, dd/mm/yyyy | Place, dd/mm/yyyy |
|  |  |  |
| Jeffery Morse, PM  Designation | Name  Designation | Name  Designation |

**TABLE OF CONTENTS**

Revisions and Distribution................................................................................................................ II

Amendments .................................................................................................................................. II

Project Sponsor Approval ................................................................................................................ III

[Risk Management Approach 1](#_Toc19193)

[Methodology 1](#_Toc19194)

[Roles and Responsibilities 1](#_Toc19195)

[Budgeting 1](#_Toc19196)

[Timing 1](#_Toc19197)

[Risk Categories 2](#_Toc19198)

[Risk Probability and Impact 2](#_Toc19199)

[Definition 2](#_Toc19200)

[Stakeholder Tolerances 2](#_Toc19202)

[Reporting Formats 2](#_Toc19203)

[Tracking 2](#_Toc19204)

[Attachments: 2](#_Toc19205)

Probability and Impact Matrix 3

# RISK MANAGEMENT APPROACH

Risk management will be conducted throughout the sub- project. First through TQM the quality of work performed will be closely monitored. Secondly, risk will be addressed by initial inspections and on-going inspections of documents, work, and deliverables. There will be three levels of inspection 1. Quality Control (QC) are building inspectors employed by the city, county, and state to insure compliance with city, county, and state building codes. These inspectors will have initial, follow-up, and final inspections. 2. Dutch Brothers Plus Quality Control (DBP-QC). These are inspectors employed by DBP-Store sub-project that inspect all procurements, deliverables, work standards, DBP quality requirements, and machinery to make sure orders and complete and of good quality, work standards meet quality assurance and safety standards, and machinery is in good safe operating condition. Finally, the PQM will function as the QA representative for the Control Board. QA will be watching to make sure quality is not lowered, costs are maintained, and deliverables are presented as scheduled. Lastly the worksite is inspected by OSHA on a random basis.

# METHODOLOGY

Please refer to the Quality Management Plan for all paperwork pertaining to quality and/or submissions of non-compliant items. Please refer to the Scheduling Management Plan for scheduling of all inspections.

# ROLES AND RESPONSIBILITIES

Project Manager (PM), Procurement Manager (PrM), Quality Manager(QM), and Costs Manager(CM) for this sub-project all play a role in risk management. Costs Manager is responsible for overseeing possible threats to Cost and Scope Creep. The Quality Manager is the DBP-QC and is required to ensure quality of all items. The PrM is responsible for on time deliveries of supplies, as well as scheduling all inspections. The sub-project PM report to the PM of the main project and the Control Board on Scheduling, Costs, Quality, and Modifications of any type that may be considered a risk to either scope, quality, time, or costs.

**BUDGETING**

The estimated Budget for this sub project is $250,000. For further information concerning the budget please refer to the Costs Management Plan.

# TIMING

Contingency protocols for application of schedule contingency reserves and establishes risk. 1. If there is no store front to remodel at the suggested site for DBP and cost/benefit analysis must be performed to report the likely hood of construction cost overrun for new construction of both the store front and the kiosk. The lost of the kiosk is acceptable but not desired for the project to remain in budget.

# RISK CATEGORIES

Risks to Costs

Injury, re-work, inferior parts.

Risks to Quality

Inferior parts, non-compliance to codes and quality standards to save time, contractor or sub-contractor non-compliance to codes and quality standards to save time and money, lack of vision.

Risks to Scheduling Completion

Re-working due to code compliance failure, failure of timely supply deliveries, failure to schedule inspection correctly, staff sickness and injury, improper equipment upkeep.

# RISK PROBABILITY AND IMPACT

## Definition

The quality and credibility of the risk analysis requires that different levels of risk probability and impact be defined that are specific to the project context.

# STAKEHOLDER TOLERANCES

No tolerances on quality.

Costs 10% tolerance on total estimated costs.

Time there is a five-day tolerance on the deadline.

# REPORTING FORMATS

Reporting of the risk management process will be documented, analyzed, and communicated. If these communiques are digital in nature hard copies must be filled with Document Control. All verbal communiques must be backed up in writing and filled with Document Control.

# TRACKING

Tracking documents how risk activities will be recorded for the benefit of the current project and how risk management processes will be audited by the DBP-QC, QA, and the Control Board or CB representative.

## Probability and Impact Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Probability** | **Very high** |  |  |  |  |  |
| **High** |  |  |  |  |  |
| **Medium** |  |  |  |  |  |
| **Low** |  |  |  |  |  |
| **Very low** |  |  |  |  |  |
|  | **Very low** | **Low** | **Medium** | **High** | **Very high** |
|  |  |  |  | **Impact** |  |  |

# 

# ATTACHMENTS:

|  |  |
| --- | --- |
| Attachment 1 |  |
| Attachment 2 |  |