Risk management plan for New Sales Application

Name:

University Affilaiion:

Risk management plan for New Sales Application

Introduction

The aims of this Risk management plan for New Sales Application is to find out, assess ad then where possible mitigate the risks and continuously supervise the risks all through the life of this project as other risks may come out ar the impact of the risks change at any point or another. Thus because this project is intended to take a longer period, we will represent here a snapshot of the relevant risks that could have a substantial impact only. Some of the risks might be so complex that they may involve consulting the members of the steering committee.

Risk assessment

Identification

While changing the methods in which retails sales will be conducted in the different locations, the following risks are stated to result in delays and major hitches in the completion of the project within the stipulated time. They include the additional purchase of compatible computers, expensive integration of the system to a central data center or server, length training of the staff, wrong entry of sales report.

Analysis and Evaluation

Purchase of compatible computers, this will mean hat the budget will have to be stretched much more or more funds to cater for this, the sponsor will take longer adjusting the budget. As the data center will make use of a network connection, each location will require a powerful network connectivity set up so that sales information may be received in real time. This will mean heavy equipment has to be acquired (Kendrick, 2009). The staffs will have to be trained at a length time so that they may understand how to use the application (Turner & Weickgenannt, 2017). Wrong or inadequate training will result n the system being fed with the wrong information, thus a wrong output.

Thus the risks are graded according to the following matrix table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Likelihood | Seriousness | | | | |
|  | Low | Medium | High | EXTREME |
| Low | N | D | C | A |
| Medium | D | C | B | A |
| High | C | B | A | A |

Purchase of computers C.

Integration of the system together B

Training of the staffs A

Wrong and immature entry of the sales reports A

Risk mitigation

So as to avoid the possibilities that this risks can occur, the following are the major mitigation strategies that I have put in place. For risk grade A, they include Wrong and immature entry of sales reports and training of the staffs. Here we have I have planned prolonged staff training about the new application and also the system. This thus will be done in a number of sessions in the different locations of the outlets. These adequate training will encompass the staffs being taught the items or records they need to capture in the system. Thus by training each department what they need to deal with on their daily routine, they will be much conversant with every entry required in the system. For grade risk B, the mitigation strategy will involve having a well-equipped IT department that will take care of the information system and all the configurations so that the system may not experience the technical hitches and thus affect the financial and service delivery of the company. For risk grade C, it will we have to schedule purchase of the latest new computers that are capable of running the latest software and replace the old system however back up the data into the new computers. Each location will be equipped with twelve computers of which two will be the central computers from each store.

Risk monitoring

Because these risks are likely to reoccur, thus we have scheduled to carry out routine checking of the possibility of occurring (Kendrick, 2009). Therefore for grade risk A, we shall do the assessment every quarterly to ascertain on whether the staffs are doing the correct data entries. For risk grade B and C, the assessment shall be done monthly for the next six months to ensure that the systems are stable enough. After the six months prove that the systems are stable then the subsequent assessments will ake place quarterly.

Roles and responsibilities

Steering committee

The steering committee will be in charge of reviewing the project risks grade A and B quarterly basis. The information handed to the seeing committee will include the project status report which will give exclusive advice and what direction to take will be forwarded to the project manager. Another responsibility is that the committee will give the project manager an updated risk register so that he may take the necessary considerations (Tomczyk, 2013). This will prevent the threats of risks emerging.

Project manager

He will be responsible for the creating and implementing the Project Risks Management Plan. He will organize risk assessment and management sessions to review any new risks identified. He will assess the risks and also develop the strategies of managing the risks at every phase of the project. He will ensure that risks grade A are monitored at close range.

Project team

The project team will closely work with the project manager to evaluate assess and give recommendations on the status and any new or reoccurrence of risks as may be associated with the project. Throughout the project life, they will be responsible for ensuring that no risk ever occurs without their consent.

References

Kendrick, T. (2009). *Identifying and managing project risk: Essential tools for failure-proofing your project*. New York: AMACON.

Tomczyk, C. A. (2013). *Project manager's spotlight on planning*. San Francisco, Calif: Jossey-Bass.

Turner, L., & Weickgenannt, A. (2017). *Accounting information systems: Controls and processes*.