

# Risk management plan for the charming cafe essay sample



**ASSIGN  
BUSTER**

## 1. 1 Project summary

The purpose of this project is to open a new coffee shop in the local area of Covington, Ga. Charming Café will be owned by two partners, Allison Hatchell and Marshall Brumfield. This area has a high number of passing shoppers which is supported by a large and growing local population. There are a very few coffee shops in the area. Allison has experience in the restaurant business and Marshall in the commercial development industry there is an opportunity for great success. The coffee shop will serve breakfast, lunch, pastries, and variety of coffee from open to close. Operation schedule will be Monday through Saturday 5am-10pm and Sunday 9am-6pm. For continued success three positions are filled for COO, CFO, and CEO. The COO is responsible for planning and implementing the operations of the business. CFO is responsible for the financials within the company. While the CEO is in charge of all administration tasks for the company.

## 1. 2 Scope statement

### Statement of Work—Project Description and Project Product

The goal of the business is to fulfill customer desires for quality coffee, well balanced meals and outstanding service. The building is approximately 1750 sqft in an ideal location surrounded by various popular shopping centers. The start-up budget is \$30, 000. \$15, 000 is personal savings, \$5, 000 was collected in community donations, and the remaining \$10, 000 is from a bank loan. The targeted grand opening date is 3/1/2014.

### Project Deliverables

Deliverables include: Obtain registration, licenses, and/or permits, obtain contracts and agreements with suppliers and other businesses, Obtain company insurance, decorate the interior and exterior of the building,

<https://assignbuster.com/risk-management-plan-for-the-charming-cafe-essay-sample/>

purchase equipment, supplies, and raw materials for operations and service, advertise the business, train employees.

### Project Objectives

To supply customers with high quality coffee and food. Open on or before the expected date, not to exceed the \$30, 000 budget

**Project Assumptions**  
The building purchased is up to code with no major problems

Budget will not be exceeded

Customers will accept the pricing

### Project Constraints

Not to exceed \$30, 000 overall.

Depending on suppliers to honor contracts

The funds are not readily available to complete the project upfront. 8 month deadline

### Exclusions

Will not open shop in an area that already has a popular coffee shop  
Will not open shop if there are two or more coffee shops existing  
Will not offer specific nutritional foods (i. e gluten free, low sodium, etc)

### Acceptance Criteria

Under or within budget

Great Vendor Services

All deliverables stated shall be inspected by the owners before they are finalized. Positive Feedback at the grand opening

Prompt Timing during the planning process

## Technical Requirements

Law requires clear fire exits that are easily accessible

Must pass health requirements and inspections

### 1. 3 project tasks and schedule (wbs)

The work break down structure will be detailed in the project quality management plan. In order to start up a coffee shop the following items should be taken into consideration:

#### 1. 0 Financials

1. 1 Personal Saving, Borrowing Loans

1. 2 Purchases Equipment

#### 2. 0 Design

2. 1 Process Design

2. 2 Menu Structure

#### 3. 0 Planning

3. 1 Design Planning

3. 2 Organizational Structure

#### 4. 0 License

4. 1 Building Permit

4. 2 Food Serve Permit

#### 5. 0 Advertising

5. 1 Financials for Advertising

5. 2 Creating Brochures, TV Commercials, etc.

#### 6. 0 Food Safety and Quality

6. 1 Training Associates

#### 7. 0 Maintenance

<https://assignbuster.com/risk-management-plan-for-the-charming-cafe-essay-sample/>

## 8. 0 Contract and Agreements

### 8. 1 Obtaining Suppliers

### 8. 2 Obtaining Insurances

## 9. 0 Regulatory Requirements

### 9. 1 Fire Locations

### 9. 2 Alarms

## 1. 4 Purpose Of The Risk Management Plan

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a project's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks.

This Risk Management Plan defines how risks associated with the Charming Café project will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the project. It details how risk are prioritized. The Risk Management Plan is created by the project manager in the planning phase and is monitored and updated throughout the project.

### 1 risk management assessment

#### 2. 1Process

The project manager working with the project team and project sponsors will ensure that risks are actively identified, analyzed, and managed throughout the life of the project. Risks will be identified as early as possible in the project so as to minimize their impact. The steps for accomplishing this are accomplished by using the ATOM step process outlined in the following sections. The project manager will serve as the Risk Manager for this project.

#### 1. 1 Risk Identification

<https://assignbuster.com/risk-management-plan-for-the-charming-cafe-essay-sample/>

A risk is any event that could prevent the project from continuing as planned, or from successful completion. There are numerous methods to determining risks associated with any project. The Project Management Institute suggests tools and techniques such as: Documentation Reviews, Information Gathering Techniques (brainstorming, Delphi Technique, Interviewing, etc.), Checklist Analysis, Assumption Analysis, Diagramming Techniques (Cause and Effect), SWOT analysis, and Expert Judgment (PMI, 2013). Methods of risk identification used for the Charming café were, expert knowledge, checklist analysis, and brainstorming.

Several risk were identified using these methods. The risk ranking was also identified ranging from Medium to Low Probability and High to Low impact. Other risks will be identified during the project lifecycle. The Charming Café Project Manager has overall responsibility for managing project risk. Project team members may be assigned specific areas of responsibility for reporting to the project manager. The Charming Café project manager will identify and document known risk factors on the Risk Register. Updates to the risk register will occur as situations change. Risk management will be discussed during the scheduled project meetings.