

Business Excellence Consultancy

Risks and Opportunities Register

Process	risk	Mitigation plan
Finance	Expenses exceeding budget	every month, calculating and sharing with department Heads their monthly actual spent Vs budget
	Delay in payment: if not payed on time, it will affect the product or service delivery	
Purchase	delay in receipt of items due to poor planning in regards to material requirements	Define minimum and maximum inventory levels considering consumption and lead time
	Incompetency of the suppliers despite prequalification	More stringent evaluation with supplier rating; requiring bank guarantee for high value purchases
	scope of work is not clear; incomplete specifications	conduct supplier site visit and meet with the end user as well effective review of the proposals

Business Excellence Consultancy

Process	Opportunity	Pursuit plan
HR	Availability of qualified staff	Job description, assessments, training, reliable recruitment agencies, aggressive search strategies
	Salaried paid on time	
Marketing	Adding new clients	Competitor analysis, offer attractive prices, increase sales staff, better marketing strategies
Purchase	Consolidation of purchase categories to reduce the buying cost	Identification of categories of consolidation, data collection, and leverage the spend
Engineering	Up-gradation of existing properties	
Finance	New investments	