

PLAN/ACTION TO BE EXECUTED: HOSTING AN EMPLOYEE HOLIDAY PARTY

POTENTIAL PROBLEMS	P	S	LIKELY CAUSE(S)	PREVENTIVE ACTIONS	CONTINGENT ACTIONS	TRIGGER(S)
Employees don't show up	L	M	Employees didn't get the directions	Send directions ahead of time	Have list of cellphone numbers so we can contact and provide directions	Count at door; check in with employees 1 day ahead
			Venue was not attractive	Poll employees prior to venue selection	Organize entertainments to maximize experience for those who do attend	
			Roads closed	N/A		
Caterer doesn't deliver on time	M	H	Order was placed late	Place order 1 day earlier than planned	Have frozen snacks available in case	Caterer tracking & notification system
			Delivery driver gets lost	Send and confirm directions with driver earlier in day	Provide open bar as distraction	Check with caterer X hours before event
			Weather causes traffic delays	Ask caterer to leave earlier in event of bad weather	Have local pizza menu and credit card ready	Delivery/failure of catering
CEO's address goes on too long	H	L	CEO was not briefed on timing	Brief CEO on timing constraints	Have orchestra ready to play	Timing of speech
			CEO loses track of time during speech	Timed dry run of speech day before	Have 'Best CEO' award ready to give CEO	Check CEO's speaking notes before speech