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| Policy Supporting Document: | O-2.1.1 |
| Policy Holder: | VP Administration |

Unit

RISK ANALYSIS SESSION GUIDELINES

Date of Session: **TBA**
Location of Session: **TBA**

PARTICIPANTS

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| TBA | |
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ATTACHMENTS

- 1. **Worksheet** (to be completed by participants **prior to** the session)
- 2. **Risk Categories** (used to complete the Risk Category section of the Worksheet)

A. Subject of the Risk Analysis

The purpose of the *Risk Analysis Session* is to analyze key strategic risk impacting the specific unit or project.

B. Operating Principles and other Value Criteria

The *Risk Profile* (see deliverable) and *Treatment Action Plan* will be part of the Quarterly Review process and presented by each unit leader to Executive on an annual basis. Each Senior Leadership Council member is required to present key strategic risks and proposed treatments during quarterly reporting.

Risks from other areas are not the intended subject of this unit's *Risk Analysis Session*. Identified risk treatments must be within the control of the unit being assessed. (In other words, units cannot "point fingers" at other units and suggest how they should fix a risk; rather, the unit may wish to engage in a discussion with the other unit and identify ways both can work on a resolution of key strategic risks.

This *Risk Analysis Session* is intended to identify strategic and key risks only that are affecting the unit. The unit leader or designate will be provided with the electronic tools to assist in the facilitation of additional sessions with reporting departments and for annual follow-up.

C. Deliverable for Risk Analysis Session

The deliverable for this session will be a *Risk Profile* and *Risk Register*. The unit will be responsible for completing a *Risk Treatment Action Plan* which identifies risks requiring mitigation.