



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**

<b>TBA</b>	

**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, XQLWV FDQQRW<sup>3</sup> SRLQW ILQ Jgest Now Day 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.