

Risk Management Work Plan (Phase 5)

Risk Register Update including Process for Risk Owners

Task	Proposed Action	Timeline	Status
1. Determine Annual Process for Risk Owners	Develop process flow for Risk Owners prior to campus wide distribution	February 16	Underway
2. Finalize individual Risk Registers	Review and finalize remaining departmental/faculty risk registers	February 28	Underway
3. Review risk management process with SLT	CF to discuss the risk management process with the SLT	TBD March	
4. Meet with Risk Owners	Meet with all Risk Owners to review the individual risk registers and provide training on the Risk Owner Process document	Completed by April 13	
5. Strategic Risks discussion with SLT	Strategic risk discussion with the SLT to determine the strategic risks for UOIT	TBD March	
6. Strategic Risks discussion with the Board	Strategic risk discussion with the Board to finalize the list of strategic risks for UOIT	May Board Retreat	
7. Metrics – meet with A&F to discuss	Confirm metrics with A&F	April 26	
8. Metrics - Risk Management office	Continue to monitor and record metrics for the office of Risk Management	Ongoing	

Task	Proposed Action	Timeline	Status
9. Progress meeting with Risk Management Committee	Update the Risk Management Committee on the progress with the development of the 2018 Risk Management Report and Metrics	TBD March	
10. Develop 2018 Annual Risk Management Report	Begin developing the draft 2018 Risk Management Report	Final Draft report to Board on June 27	
11. Meet with Risk Management Committee	Review 2018 Risk Plan with Risk Management Committee	Week of May 1	
12. SLT - Draft Risk Plan	Discuss draft 2018 Risk Management Report	June 1	
13. A&F – Draft Risk Plan	Present the draft 2018 Risk Management Report	June 18	
14. Board of Governors – Draft Risk Plan	Present 2018 Risk Management Report	June 27	
15. Website update	Review and update the Risk Management website adding FAQ's and new forms	Ongoing	
16. Business Continuity Policy	Develop a draft Business Continuity Policy for UOIT to assist in implementing a Business Continuity Plan	Underway	
17. Crisis Response Plan for a Cyber Loss	Work with IT to develop a crisis response plan in the event of a cyber loss	Underway	