**COLORADO STATE UNIVERSITY-PUEBLO**

RISK ASSESSMENT PLAN

This risk assessment plan assists with determining the University's need for the proposed policy, whether the risk of value is sufficient to warrant the dedication of resources needed for policy development and management, and whet her the purpose and goal of the proposed policy may be accomplished in a different way.

Date:

Administrative Policy Title:

Policy Owner or Designee:                                    Phone #:

**PART I: NEEDS ASSESSMENT**

**Provide a Summary of the Proposed Policy. What is the policy's purpose?**

**Please explain the reason for the proposed policy (why is the policy needed)?**

**Please respond to the  following questions related to risk:**

Is there a law that requires the University to have this policy?        ☐ Yes        ☐ No

Does this policy help us implement a law?        ☐ Yes        ☐ No

| **In the absence of the proposed policy, what is the:** | **Enter High, Medium or Low Risk** | | |
|---|---|---|---|
| Likelihood that unwanted behavior will occur? | ☐ High | ☐ Medium | ☐ Low |
| Severity of financial consequences? | ☐ High | ☐ Medium | ☐ Low |
| Severity of reputational consequences? | ☐ High | ☐ Medium | ☐ Low |
| Severity of health & safety consequences? | ☐ High | ☐ Medium | ☐ Low |
| Severity of management & operational consequences? | ☐ High | ☐ Medium | ☐ Low |
| Overall risk if this policy did not exist? | ☐ High | ☐ Medium | ☐ Low |

**If you answered medium or high to any of the risk questions above, please provide additional details to explain the answer.**

**If not driven by risk, what other factors are driving the need for this policy?**

**What recent incidents have prompted the request for this proposed policy?**

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**Does the proposed policy:**

| | | | |
|---|---|---|---|
| Comply with Board of Governors policies? | ☐ Yes | | ☐ No |
| Comply with Presidential Delegations of Authority? | ☐ Yes | | ☐ No |
| Comply with federal and state laws, rules & regulations? | ☐ Yes | | ☐ No |
| Impact Existing policies, procedures & forms? | ☐ Yes | | ☐ No |
| Impact other relevant areas? | ☐ Yes | | ☐ No |

**To what extent will the policy affect University employees (e.g., approximate number of employees or specific categories of employee groups?**

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**What are the financial (human resource, technology, operations, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, new systems or software?**

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**Desired/Required implementation Date:**

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## Part 2: Development and Management Plan

This policy development and management plan will assist the Executive Sponsor/Proponent in conducting a thoughtful review and assessment of what is needed to develop and implement the policy.

When answering the questions below, please consider your responses to the risk assessment questions. As a general rule, higher risk policies will need more frequent and extensive activities related to consultation, communications and train ng, enforcement and compliance, measures for effectiveness, and regular review. Higher risk policies should also reflect less flexibility, discretion and opportunity for exception.

**List the individuals who will fill the specified roles below.**

Executive Sponsor (responsible for policy oversight): _____

Proponent (responsible for developing, implementing and managing the policy) : _____

Contact Person (first point of contact for policy users): _____

**Identify how stakeholders were or will be involved in the policy development:**

**To what extent will the policy allow for manager discretion or flexibility?**

**What are the best practices in this area and how will they be incorporated into this policy?**

**If relevant, what is the criteria and process to be used to grant exceptions to the policy?**

**What targeted communications and training activities will be used to build awareness and enable effective implementation of the policy?**

**What existing or new mechanism(s) will be used to ensure policy compliance? What is the anticipated frequency of the monitoring?**

**How frequently will this policy undergo a comprehensive review (typically one to four years, depending on the level of risk)?**