

Defining Risks for a Goal in SPIMS - 2023

Step 1: Sign on to SPIMS through this [link](#) or from SPIMS Home Page

Step 2: Landing page for SPIMS is the “Goals” page. Click on “Goals” on SPIMS Tool Bar if already logged in.

Step 3: Goals page will display only those Goals in units and subunits assigned to you. Goals ready for risks to be defined will appear under the heading “Goals below still need Risks/Barriers defined” (see *Screenshot #1*). Goals with risks already defined (if any) will appear in a separate table above this.

Note: Goals must be approved (Status = Approved) and reviewed (Reviewed? = Y) before defining risks. Goals appearing in the Pending Goals page are not available to have risks defined.

Goals below still need Risks/Barriers defined. Click on the Goal Title to Define Risks
System admins can review goals by clicking on the status.

Screenshot #1

Show 100 entries Search:

Number	Goal Title	Theme	School/Area	Department	Status	Reviewed?
35	Identify and Implement Institutional Learning Outcomes for All Students	Student Growth and Success	Office of the Provost	All Units	Approved	Y

Step 4: Click on Goal Title to define risks. Selected Goal will appear in edit format, except that data previously entered will be displayed in a fixed format (see *screenshot #2*).

Define Initial Risks for Goal

Screenshot #2

Theme 2: Student Growth and Success

Objective UMB will design and implement collaborative, inclusive, respectful, and accessible academic learning environments that equitably support and develop students to become exemplary professionals and purposeful contributors to society.

Outcome 4: UMB engages students and fosters their passions and skills to prepare them for meaningful self-reflection and ethical careers in alignment with University's Core Values.

School/Organization Office of the Provost

Department All Units

Goal Number 35

Goal Title Identify and Implement Institutional Learning Outcomes for All Students

Goal Description Through collaborative efforts involving all of the schools, the Office of the Provost will coordinate the identification and implementation of Institutional Learning Outcomes for all students drawn from the existing curricula.

Progress Measurement Criteria Articulation of Institutional Learning Outcomes. Assessment of Institutional Learning Outcomes

Goal Status Approved

Keywords

Primary Risk – Steps 5 through 10

Step 5: In the text box provided identify, using your own words, the top barrier/risk to your school/unit in achieving this goal (see screenshot #3). 200 characters maximum.

Step 6: In the next text box provide a description of the primary risk category selected. 500 characters maximum.

Step 7: Click on drop down arrow for Primary Risk Category and select a risk category most likely to impact the goal (see Screenshot #3). Additional information on the 12 risk categories can be viewed by clicking on [See explanations](#).

Please define the risk(s) for the current calendar year:

What is the top barrier/risk to your school/unit in achieving this goal?	<input type="text"/>	Required
Description of the risk category selected	<input type="text"/>	Required
Primary Risk Category	<input type="text"/>	Required - select risk category most likely to impact the goal. See explanations .
Overall, is the risk category listed	<input type="text"/>	Required
Risk Impact	<input type="text"/>	Required - see Risk Impact definitions .
Risk Likelihood	<input type="text"/>	Required - see Risk Likelihood definitions .
Risk Speed of Onset	<input type="text"/>	Required - see Risk Speed of Onset definitions .
Provide details on the Impact, Likelihood, and Speed of Onset of the identified primary risk and describe any efforts on a mitigation plan for the primary risk.	<input type="text"/>	Optional

Screenshot #3

Step 8: Click on drop-down arrow and select Risk Audience:

More Internal to UMB

More External to UMB

Equally Internal and External to UMB

Step 9: In the next three fields use the drop-down arrows to select Risk Impact, Risk Likelihood, and Risk Speed of Onset. Definitions can be viewed by clicking on the corresponding weblinks.

Step 10: (Optional) In the text box, provide details on the Impact, Likelihood, and Speed of Onset of the identified primary risk and describe any efforts on a mitigation plan for the primary risk. 500 characters maximum.

Secondary Risk – Steps 11 through 12 – Optional

Note: A secondary risk is not required. If not selected, skip to Step 17. The secondary risk category may be the same or a different category compared to the primary risk.

Step 11: In the text box provided identify, using your own words, the secondary barrier/risk to your school/unit in achieving this goal (*see screenshot #4*). 200 characters maximum.

Step 12: In the next text box provide a description of the secondary risk category selected. 500 characters maximum.

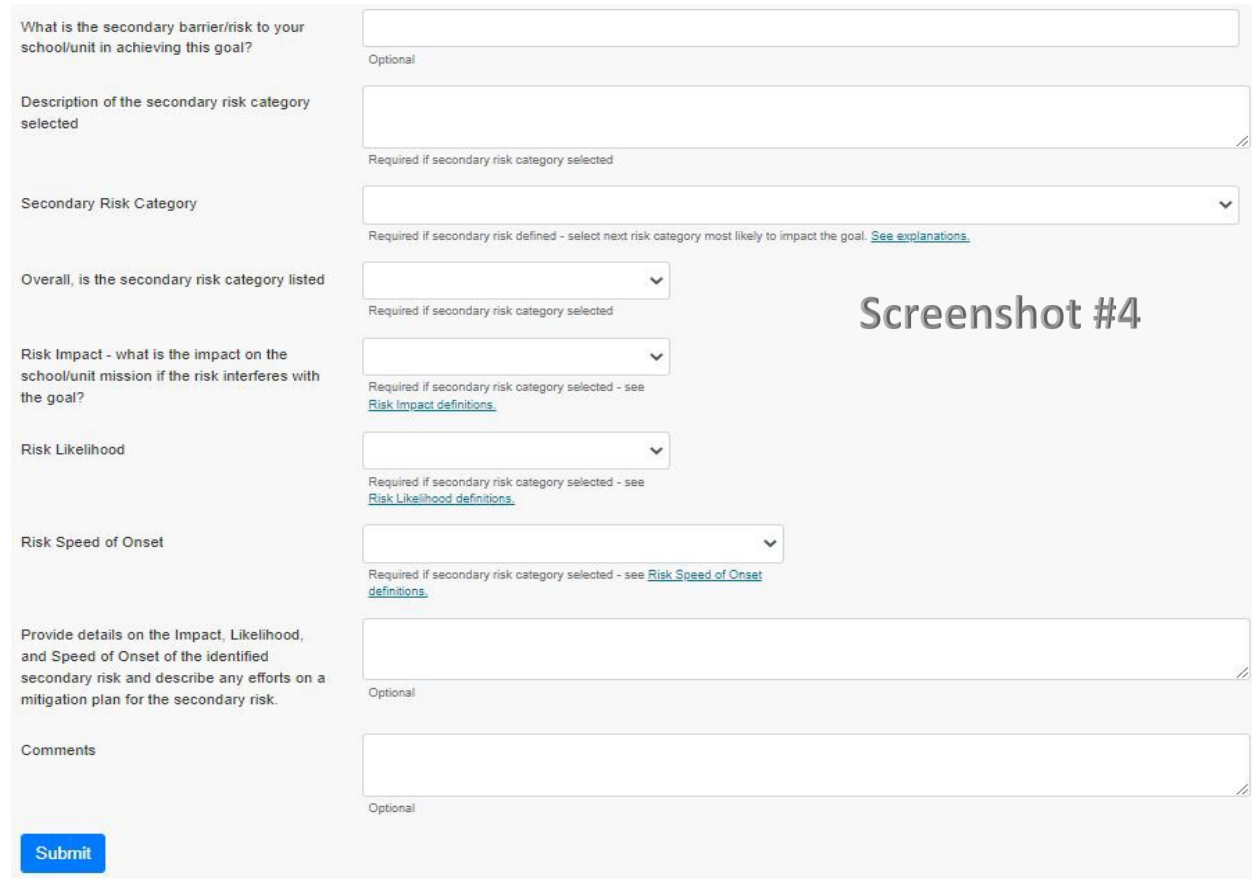
Step 13: Click on drop down arrow for Secondary Risk Category and select a risk category (*see Screenshot #4*). Additional information on the 12 risk categories can be viewed by clicking on [See explanations](#).

Step 14: Click on drop-down arrow and select Risk Audience:

More Internal to UMB

More External to UMB

Equally Internal and External to UMB



The screenshot shows a web form for secondary risk assessment. It contains several input fields and dropdown menus. The fields are: 'What is the secondary barrier/risk to your school/unit in achieving this goal?' (Optional), 'Description of the secondary risk category selected' (Required if secondary risk category selected), 'Secondary Risk Category' (Required if secondary risk defined - select next risk category most likely to impact the goal. See explanations.), 'Overall, is the secondary risk category listed' (Required if secondary risk category selected), 'Risk Impact - what is the impact on the school/unit mission if the risk interferes with the goal?' (Required if secondary risk category selected - see Risk Impact definitions.), 'Risk Likelihood' (Required if secondary risk category selected - see Risk Likelihood definitions.), 'Risk Speed of Onset' (Required if secondary risk category selected - see Risk Speed of Onset definitions.), 'Provide details on the Impact, Likelihood, and Speed of Onset of the identified secondary risk and describe any efforts on a mitigation plan for the secondary risk.' (Optional), and 'Comments' (Optional). A blue 'Submit' button is located at the bottom left. A large watermark 'Screenshot #4' is overlaid on the right side of the form.

What is the secondary barrier/risk to your school/unit in achieving this goal?	<input type="text"/>	Optional
Description of the secondary risk category selected	<input type="text"/>	Required if secondary risk category selected
Secondary Risk Category	<input type="text"/>	Required if secondary risk defined - select next risk category most likely to impact the goal. See explanations .
Overall, is the secondary risk category listed	<input type="text"/>	Required if secondary risk category selected
Risk Impact - what is the impact on the school/unit mission if the risk interferes with the goal?	<input type="text"/>	Required if secondary risk category selected - see Risk Impact definitions .
Risk Likelihood	<input type="text"/>	Required if secondary risk category selected - see Risk Likelihood definitions .
Risk Speed of Onset	<input type="text"/>	Required if secondary risk category selected - see Risk Speed of Onset definitions .
Provide details on the Impact, Likelihood, and Speed of Onset of the identified secondary risk and describe any efforts on a mitigation plan for the secondary risk.	<input type="text"/>	Optional
Comments	<input type="text"/>	Optional

Step 15: In the next three fields use the drop-down arrows to select Risk Impact, Risk Likelihood, and Risk Speed of Onset. Definitions can be viewed by clicking on the corresponding weblinks.

Step 16: (Optional) In the text box, provide details on the Impact, Likelihood, and Speed of Onset of the identified secondary risk and describe any efforts on a mitigation plan for the secondary risk. 500 characters maximum.

Step 17: (Optional) The “Comments” text box is available for further discussion of the primary and secondary risks. 1,000 character maximum.

Step 18: When above steps are completed, click [Submit](#) to save risk(s). Goal will now appear at the top of the Goals summary page.

Note on Printing: If you wish to print out the Goal for review, make sure to expand the text windows so that all text is visible on the screen before using the browser print function.