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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Goal Title</th>
<th>Theme</th>
<th>School/Area</th>
<th>Department</th>
<th>Status</th>
<th>Reviewed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Identify and Implement Institutional Learning Outcomes for All Students</td>
<td>Student Growth and Success</td>
<td>Office of the Provost</td>
<td>All Units</td>
<td>Approved</td>
<td>Y</td>
</tr>
</tbody>
</table>

**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**

**Theme 2: Student Growth and Success**

Objective UME 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.

**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


![Screenshot #4](image-url)
**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.