

# Defining Risks for a Goal in SPIMS

**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 10 entries

Search:

Number	Goal Title	Theme	School/Area	Department	Status	Reviewed?
15	<a href="#">Identify and Implement Institutional Learning Outcomes for All Students</a>	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** 15

**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 8 – Required

**Step 5:** Click on drop down arrow for Primary Risk and select a risk category (*see Screenshot #3*). Additional information on risk categories can be viewed by clicking on [See explanations](#).

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

Primary Risk	<input type="text"/>	<b>Screenshot #3</b>
	<small>Required - select risk category most likely to impact the goal. <a href="#">See explanations</a>.</small>	
Overall, is the risk category listed	<input type="text"/>	
	<small>Required</small>	
Details about the risk category selected	<input type="text"/>	
	<small>Optional</small>	
Risk Impact	<input type="text"/>	
	<small>Required - see <a href="#">Risk Impact definitions</a>.</small>	
Risk Vulnerability	<input type="text"/>	
	<small>Required - see <a href="#">Risk Vulnerability definitions</a>.</small>	
Risk Velocity	<input type="text"/>	
	<small>Required - see <a href="#">Risk Velocity definitions</a>.</small>	

**Step 6:** Click on drop-down arrow and select Risk Audience:

*More Internal to UMB*

*More External to UMB*

*Equally Internal and External to UMB*

**Step 7:** (Optional) In the text box provided, add details about the risk category selected. 300 characters maximum.

**Step 8:** In the next three fields use the drop-down arrows to select Risk Impact, Risk Vulnerability, and Risk Velocity. Definitions can be viewed by clicking on the corresponding weblinks.

## Secondary Risk – Steps 9 through 12 – Optional

**Note:** A secondary risk is not required. If not selected, skip to Step 13. The secondary risk category may be the same or a different category compared to the primary risk.

**Step 9:** Click on drop down arrow for Secondary Risk and select a risk category (*see Screenshot #4*). Additional information on risk categories can be viewed by clicking on [See explanations](#).

**Step 10:** Click on drop-down arrow and select Risk Audience:

*More Internal to UMB*

*More External to UMB*

*Equally Internal and External to UMB*

Secondary Risk

Optional - 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

Details about the risk category selected

Optional

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 Vulnerability

Required if secondary risk category selected - see [Risk Vulnerability definitions.](#)

Risk Velocity

Required if secondary risk category selected - see [Risk Velocity definitions.](#)

Comments

Optional

## Screenshot #4

**Step 11:** (Optional) In the text box provided, add details about the risk category selected. 300 characters maximum.

**Step 12:** In the next three fields use the drop-down arrows to select Risk Impact, Risk Vulnerability, and Risk Velocity. Definitions can be viewed by clicking on the corresponding weblinks.

**Step 13:** The “Comments” text box is available for further discussion of the primary and secondary risks. 1,000 character maximum. (See screenshot #4)

**Step 14:** 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.