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.

**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).
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.

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
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.

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