Re-Evaluating Risks for a Goal in SPIMS - 2024

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. All goals for which risks are being re-evaluated must have already had risks previously 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. Under Risks: click on Risk re-evaluation. (see Screenshot #1).

Note: The second option Update Risk(s) associated with your goal per the narrative written above is not recommended as only some of the prior risk information will be copied forward and the existing risk evaluation will not be visible for comparison.

 ![Screenshot #1]
Basic Goal information will appear for reference (see Screenshot #2) along with current primary and secondary risk information and any previously reported risks (see Screenshot #3).
Emerging Risk (NEW)

Step 5: Before beginning the risk re-evaluation there is a new question (see Screenshot #4) designed to allow an emerging risk within the past year to be identified that would prevent the school/unit from achieving the Goal. A See Definitions link provides an emerging risk definition as indicated on the Enterprise Risk Management website. The definitions of existing risks are also viewable through the See Explanations link on this page.

Radio Button – Selecting Yes will generate the following three questions:

1. What is the emerging risk? – Text box to provide a description. 200 characters max.
2. Emerging Risk Category – Use the drop down to select one of 12 existing risk categories. If none of the existing risk categories applies, select Other. During this step you will be able to name a risk category of your choosing that you think the emerging risk should represent.
3. Overall, is the emerging risk category listed (choose one of the following):
   a. Internal to UMB
   b. External to UMB
   c. Both Internal and External to UMB
**Primary Risk Re-Evaluation - Required**

**Step 6:** In the text box provided identify, using your own words, the top barrier/risk to your school/unit in achieving this goal *(see screenshot #4)*. 200 characters maximum.

**Step 7:** In the next text box provide a description of the primary risk identified. 1,000 characters maximum.

**Step 8:** Click on drop down arrow for Primary Risk Category and select a risk category most likely to impact the goal. Additional information on the 12 risk categories can be viewed by clicking on [See explanations](#).

**Step 9:** Click on drop-down arrow and select Risk Audience:

- *More Internal to UMB*
- *More External to UMB*
- *Equally Internal and External to UMB*

**Step 10:** 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 11:** (Optional for FY 2025 – Required for FY 2026) 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. 1,000 characters maximum.

**Secondary Risk – Optional**

**Note:** A secondary risk is not required every year, even if previously reported. Likewise, a secondary risk can be newly reported even if no secondary risks were previously reported. If not selected, skip to Step 18. The secondary risk category may be the same or a different category compared to the primary risk.

**Step 12:** In the text box provided identify, using your own words, the secondary barrier/risk to your school/unit in achieving this goal *(see screenshot #5)*. 200 characters maximum.

**Step 13:** In the next text box provide a description of the secondary risk identified. 1,000 characters maximum.

**Step 14:** Click on drop down arrow for Secondary Risk Category and select a risk category. Additional information on the 12 risk categories can be viewed by clicking on [See explanations](#).

**Step 15:** Click on drop-down arrow and select Risk Audience:

- *More Internal to UMB*
- *More External to UMB*
- *Equally Internal and External to UMB*
Step 16: 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 17: (Optional for FY 2025 – Required for FY 2026) 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. 1,000 characters 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.

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