1. On the Tool Template, ‘Intro’ and ‘Assess’ worksheets need to be completed. ‘Scales’ and ‘Chart’ are for information to assist your assessment only.

2. Assess each of the five categories (academic/ancillary and business development; financial/legal exposure; brand; people; and operational) on a scale of 1 – 5 (minor to catastrophic) for impact to the college. Use the instructions and descriptions in the Scales tab table to help with your assessment.

3. Specific risks in each of these categories can be listed on the risk assessment tab and assessed for impact and likelihood using the drop-down boxes provided. These selections tie to the heat map on the ‘chart’ tab which will help determine a total risk for the RFD. The map auto-populates.

4. Mitigating strategies/controls and the strength of said strategies/controls should also be considered and listed.