

Risk Management Plan Outline

Local CASA/GAL programs seek to involve appropriate personnel at all levels of the program in the identification of risks and creation of practical strategies in order to make certain that the program's approach to risk management considers diverse perspectives and the governing body and staff understand their roles and responsibilities in protecting the mission and assets of the program.

General Risk Management Principles:

- Local CASA/GAL program strives at all times to operate in compliance with local, state and federal laws and regulations
- Local CASA/GAL program adheres to the protocols, policies and standards of the National CASA Association
- Safety and risk management activities are multi-faceted and include:
 - Thorough screening, selection and training of volunteers, staff and board
 - Creating and enforcing policies, standards, guidelines and procedures
 - Maintaining safe and secure facilities
 - Establishing procedures to be followed in the event of an emergency
 - Purchasing insurance coverage as a financing mechanism for certain risks, but recognizing that insurance is not a substitute for vigilance in planning and implementing a risk management program
- The CASA/GAL program evaluates and reduces its potential liability by:
 - Assigning the risk management function to a person or committee whose job description includes responsibility for risk management policies and activities
 - Ensuring that appropriate bonding, self-insurance, or external coverage is adequate to meet the potential liability of the CASA/GAL program
 - Developing a process to identify risks in terms of their nature, severity and frequency
 - Avoiding risk through loss prevention and risk reduction
 - Evaluating and monitoring the effectiveness of the risk management function
 - Determining how often records checks are required on governing body, staff and volunteers unless otherwise determined in standards.

Developing a Risk Management Plan

The following is one way to develop your plan. It consists of a series of steps that are repeated throughout the life of your project.

Step 1: Identify the risks

Before risks can be properly managed, they need to be identified. One useful way of doing this is defining categories into which risks might fall. For example, categories might include corporate risks, business risks, project risks and system

risks. These can be broken down even further into categories such as environmental, economic and human. Another way is to categorize in terms of risks external to the organization and those that are internal.

Step 2: Analyze and evaluate the risks

Once you have identified your risks you should analyze them by determining how they might affect the success of your project.

Risks can result in four types of consequences:

- Benefits are delayed or reduced
- Timeframes are extended
- Outlays are advanced or increased
- Output quality (fitness for purpose) is reduced

Risks should be analyzed and evaluated in terms of occurrence and severity of impact if they do occur.

Step 3: How will you manage the risks?

There are three broad types of risk mitigation strategies:

- **Avoid** the specific threat, usually by eliminating the cause
- **Mitigate** the specific threat by reducing the expected monetary or schedule impact of the risk or reduce the probability of its occurrence.
- Accept and **manage** the consequences of the risk

Once a risk has occurred, recovery actions to allow you to move on should be built into the plan. It is necessary to specify:

- Who will be responsible for implementing each action
- When the action must be implemented
- What the associated costs are of each action

Step 4: Monitor and review risks

If your prevention strategies are effective, some of the risks should be able to be downgraded fairly soon into the plan. The Risk Management Plan should be reported to the governing body on an agreed regular basis.

Remember - risk management is an ongoing process that should be built into the management processes for your organization.

Approving the Risk Management Plan

Generally, the Risk Management Plan is approved or endorsed by the governing body of the organization.