

Examples of Risk Management Toolkits

I. Risk Analysis Matrix

As an organization goes through the process of identifying and evaluating risk, it can be helpful to develop a formal risk analysis matrix that is consistently applied for the organization’s risk analysis and management. For instance, below is an example of a risk analysis matrix template that has been filled out for a fictional corporation when evaluating whether to collaborate or receive funding from such corporation.

<p>ABC Corporation</p> <p>Reputation Review Updated: XX, XX, 20XX</p> <p><i>The following review of an individual or business should be used as a resource when determining the Organization’s next steps for a potential relationship or partnership</i></p>	<p><u>Confidential – For Internal Use</u></p>
Brief Overview of the Potential Partner	
<ul style="list-style-type: none"> ABC Corporation - ABC Corporation, headquartered in XX, is a commercial bank and large financial services provider in XXX. [Describe Corporation further]. The corporation was founded in XXX and is the largest commercial bank in the XX Region. {put other further details}. 	
Financial Profile	
<ul style="list-style-type: none"> As of XX, 20XX, the banks stock was privately held by the following corporate entities and individuals: <ul style="list-style-type: none"> AA, BB, CC 	
Digital Footprint	
<ul style="list-style-type: none"> Homepage: http://www.xxx.com Facebook: https://www.facebook.com/ABC Twitter: https://twitter.com/ABC 7K followers Instagram: https://www.instagram.com/ABC YouTube: https://www.youtube.com/user/ABC 100+ subscribers LinkedIn: https://www.linkedin.com/ABC 	
Potential Issues to Be Aware of	
<p><u>Company/Reputation/Legal Challenges</u></p> <ul style="list-style-type: none"> In 2009, the Justice Department of XX investigated ABC Corporation for XYZ. In 2010, the ABC Newspaper had an article about XYZ. In 2010, ABC Corporation was sued for XYZ, but the lawsuit was dismissed in 2011. <p><u>Mission Considerations</u></p> <ul style="list-style-type: none"> XXXX <p><u>Financial Considerations</u></p> <ul style="list-style-type: none"> XXXX <p><u>Other Potential Risk Considerations</u></p> <ul style="list-style-type: none"> XXXX 	
Recommendation	
<p><u>Potential Mitigation</u></p> <ul style="list-style-type: none"> Ensure that a written contract is entered into that includes the following provisions: confidentiality, representation on conflict of interest. <p><u>Go-Forward Recommendation</u></p>	

- We recommend going forward with the above mitigation provisions.

II. FAQ/Talking Points

When the organization anticipates that a position or service of the organization might become the subject of public debate or scrutiny, the organization could anticipate potential questions that would be asked by stakeholders and have responses pre-prepared so that the organization can have a plan for addressing those issues as they come up. See the following as an example:

<https://www.cdc.gov/vaccinesafety/concerns/index.html>

III. Contracts

Consider entering into written contracts that address or mitigate some of the risks identified through the organization's risk analysis process.