

ADMINISTRATION Goal 1.3

RISK MANAGEMENT

Within 12 months, we will develop and begin teaching a *Risk Management* evaluation tool and process for Parish and Metropolis programs, ministries and procedures.

ADMINISTRATION GOAL 1.3 ACTION PLAN			
Specific Key Actions Necessary To Achieve Administration Goal 1.3	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit Administrative Goal #3 Task Force ("ATF3")	Administration Strategic Planning Task Force and the Goal Captain	1 month after Start Date	ATF3 members agree to serve
2. Meet with Metropolis and GOA current insurance providers to assess products or services they offer in risk management training	ATF3	1 month after step 1	Meeting Held
3. Request Parishes who have done risk management or evaluation for information on their process	ATF3	Concurrent with step 2	Survey/request for information sent to Parishes and received responses from at least 3.
4. Identify and speak with specialists regarding considerations to incorporate in the risk management evaluation tool and process (Legal, HR, tax compliance, legal compliance, safety, etc.)	ATF3	1 month after step 3	Information gathered in each area of inquiry
5. Identify and interview 3 Risk Management Companies/ consultants on services offered to accomplish this goal	ATF3	1 month after step 4	Information gathered
6. Review feedback gathered to determine direction and cost implications and select recommended service provider(s)/vendor(s) product(s) to use	ATF3	1 month after step 5	Evaluation complete and vendor(s)/product(s) selected
7. Develop Metropolis risk management evaluation tools and processes in circumstances where a service provider cannot be retained	ATF3	2 months after step 6	Free risk management evaluation tool and process created
8. Develop training on risk management evaluation tools and processes and schedule training programs	ATF3	3 months after step 7	Training program developed
9. Post risk management evaluation tools and processes on Metropolis Resource Center Portal ("Portal")	ATF3	1 month after step 8	Tools and processes posted on Portal
10. Begin regional training for Parishes in risk management evaluation tool and process	ATF3	Starting 1 month after step 9 and continuously thereafter	Regional training has been delivered at least twice in every region throughout the Metropolis