

Session M15 & M25  
Risk Management Basics for  
RIM Professionals

Workshop Presentation to ARMA Canada  
Conference

31 May, 2010

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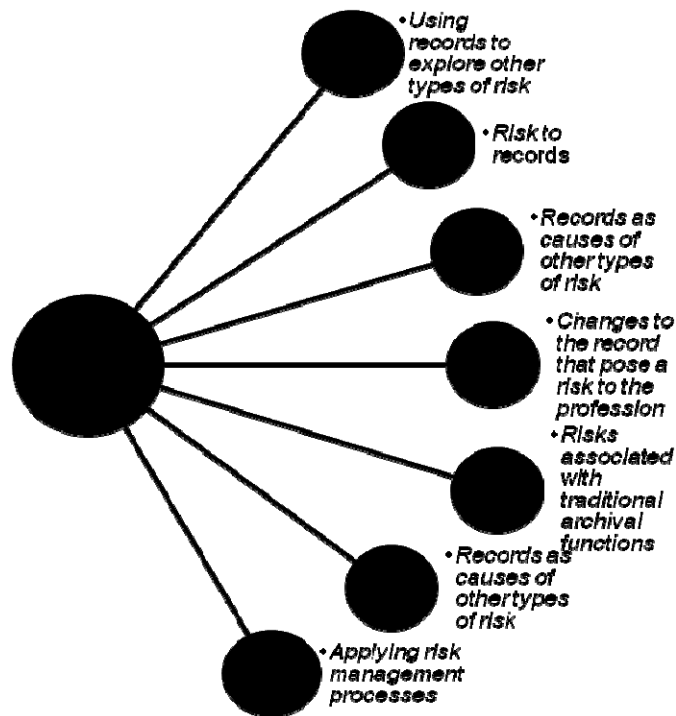
# Definitions

- Risk
- Risk Management
- It's all about making good decisions

## A Brief History of Risk and Risk Management

- Tigris – Euphrates Valley c. 3200 BC
- The Enlightenment and the development of Probability Theory
- Ulrich Beck and the rise of the Risk Society
- Bernstein's *Against the Gods*

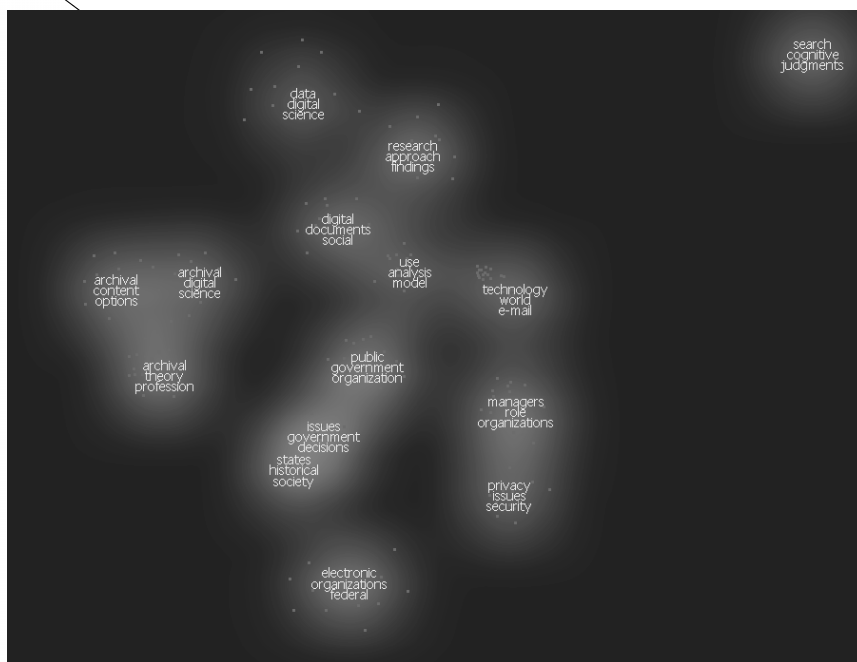
# The Records-Risk Nexus



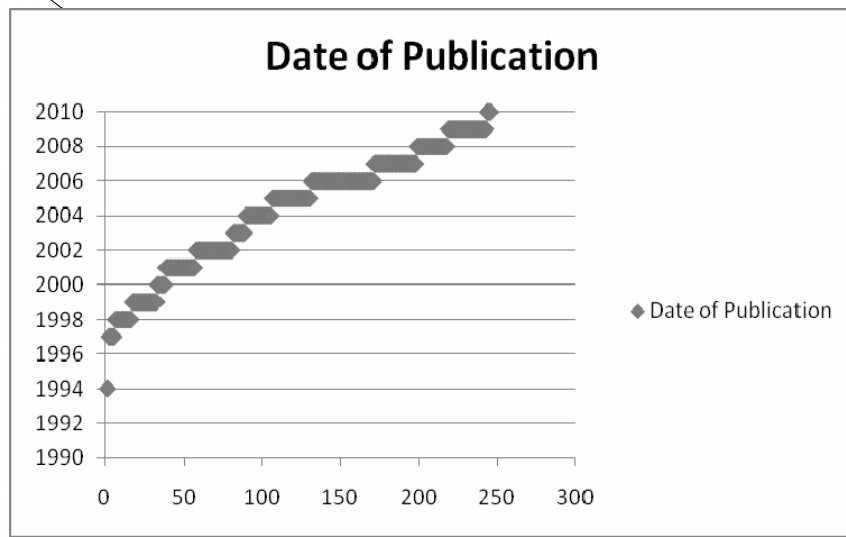
## Records Management Application Areas

- Retention Scheduling
- Records Disposition
- Business processes
- New Technology

# What are your Risks?



# What are your Risks?



# ARMA Risk Management Guidelines

<i>Administrative Risks</i>	<i>Records Control Risks</i>
<i>Legal/Regulatory Risks</i>	<i>Technology Risks</i>

# Challenges of Risk Identification

- Perceived versus Actual
- Long tail risks
- Consensus

# Assessing your Risks

- Impact
- Probability

# Documenting and Communicating about Risks

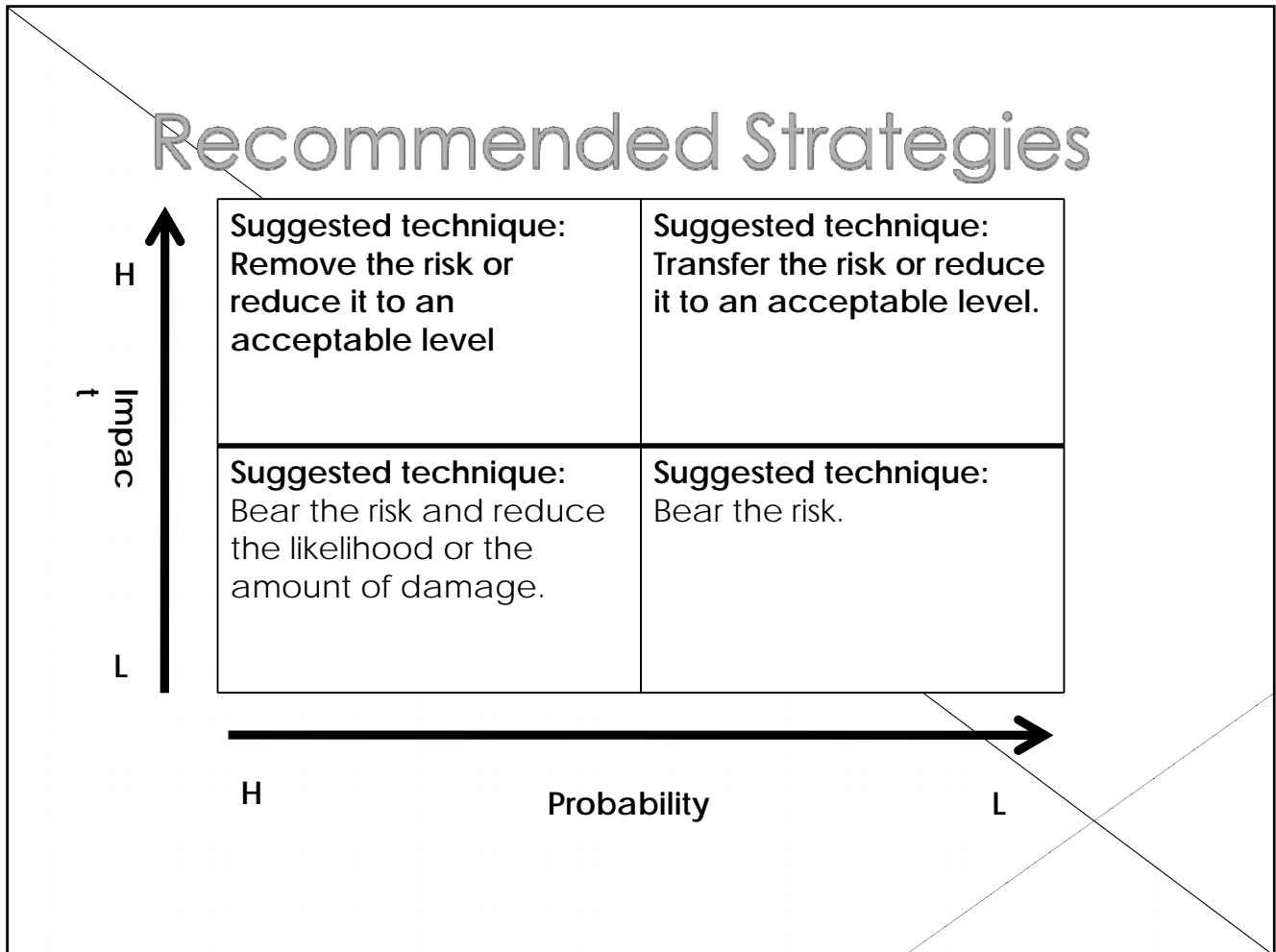
- The Risk Register
- Boston Square
- Spider Diagram

# Setting a Risk Tolerance Level

- What is it?
- Who decides?
- Suggested strategies

## Handling your Risks

- Bear the risk?
- Transfer the risk?
- Reduce or control the risk?
- Remove the risk
- Ignore the risk . . . NO!



# Gap Assessment

- Worked Example

## Developing an Action Plan

- Steps to developing a plan
- Why people don't do what they know they should

## More Information

● [www.ciferresearch.com](http://www.ciferresearch.com)