

This worksheet is designed to help risk management training course participants translate their learning experience into an effective, customized action plan for their outdoor organization. It can be customized or adapted as needed.

Step 1: Where Are You Going?

Describe the organization's over-arching risk management goal or goals. This can be in narrative format, list format, or in the form of a Risk Management Mission Statement.

Step 2: How Will You Get There?

A. Strategic Issue Identification

Identify where you are starting from, and the gaps between that and where you want to be. Use self-assessment questionnaires, staff & stakeholder discussions, and any relevant pre-existing safety reports/documents.

What are key improvement opportunities, if any, with respect to managing risks in each of these risk domains?

Organizational Culture
Activities and Program Areas
Staff

Equipment
Participants
Subcontractors

Transportation
Business Administration

What are key improvement opportunities, if any, with the use of these risk management instruments?

Risk Transfer
Incident Management
Incident Reporting
Incident Reviews

Risk Management
Committee
Medical Screening
Risk Management Reviews

Media Relations
Documentation
Accreditation
Seeing Systems

What are barriers that might impede progress in reaching safety aims? These can include, for example, resource constraints, cultural or political barriers, or change management issues.

B. Goals, Objectives & Action Plan to Address Strategic Issues

- For the top few strategic issues (regarding risk domains, risk management instruments, or barriers to change), what broad goals should be set to resolve the issue? (That is, what is the overall solution?)
- For each goal, what are the specific, measurable objectives—elements of the solution—to be met?
- Action Plan: for each objective, who is responsible, and what is the target completion date?

Strategic Issue 1

Goal:		
Objective 1:	Person Responsible:	Completion Timeline:
Objective 2:	Person Responsible:	Completion Timeline:
Objective 3:	Person Responsible:	Completion Timeline:

Strategic Issue 2

Goal:		
Objective 1:	Person Responsible:	Completion Timeline:
Objective 2:	Person Responsible:	Completion Timeline:
Objective 3:	Person Responsible:	Completion Timeline:

Strategic Issue 3

Goal:		
Objective 1:	Person Responsible:	Completion Timeline:
Objective 2:	Person Responsible:	Completion Timeline:
Objective 3:	Person Responsible:	Completion Timeline:

Step 3: How Will You Know When You've Arrived?

What is your specific approach for implementing the plan, regularly monitoring results against goals and objectives, and then making adjustments as needed?