

## Phase 1 – ERM Readiness Assessment

Proposed Timeline: January 6 to March 10, 2019 (or similar)

Task	Estimated Level of Effort	Deliverable
Task 1: Project Initiation with OCDSB Management Briefing (15-20 minutes) <ul style="list-style-type: none"> <li>- What to expect</li> <li>- Sample ERM outcomes from other school boards (incl. lessons learned)</li> <li>- ERM outcomes from other educational organizations</li> <li>- Project overview &amp; typical deliverables</li> <li>- Proposed briefing schedule</li> <li>- Project opportunities, sensitivities and constraints</li> </ul>	5 days	Project Briefing & Overview to OCDSB Management
Task 2: Detailed ERM Assessment Planning <ul style="list-style-type: none"> <li>- Ratify Project Timeline (Constraints, parallel initiatives, etc.)</li> <li>- List of Documents for review</li> <li>- Interview-Focus group design &amp; proposed participants</li> </ul>	3 days	Detailed ERM Readiness Assessment Plan
Task 3: Conduct ERM Readiness Assessment <ul style="list-style-type: none"> <li>- Review documents to identify organizational, project and functional synergy with ERM and risks and risk attitude-approach-rating systems including OCDSB planning, budgeting and HR planning cycles</li> <li>- Analyze and summarize preliminary ERM assessment results in relation to ISO 31000 (2018) and OSBIE SERM expectations</li> <li>- Validate findings with interview-small focus group participants</li> <li>- Adjust assessment results based on additional insights and input from OCDSB</li> </ul>	8-11 days	Preliminary validated ERM Readiness Assessment and proposed implementation plan options
Task 4: Present ERM Readiness Assessment Results & Final Project Plan <ul style="list-style-type: none"> <li>- Develop summary presentation of findings</li> <li>- Develop project plan options to advance ERM at OCDSB including timing, deliverables, budget and resource implications</li> </ul>	6 days	Approved ERM Readiness Assessment and Implementation Plan for Phase 2

**Total Estimated Level of Effort: 25 days**

## Phase 2 – ERM Implementation

Proposed Timeline: March 15 to June 30, 2019 (or similar)

Sample Tasks	Estimated Level of Effort	Sample Deliverable
Task 1: Conduct Strategic Risk Assessment	TBD	OCDSB Profile of Key Risks (“Corporate Profile”) and planning implications for 2020
Task 2: Prepare ERM Integration	TBD	ERM Integration Plan
Task 3: Execute ERM Integration – Planning <ul style="list-style-type: none"> <li>- Reviewing resource allocation and the OCDSB Planning and budget cycles &amp; processes</li> <li>- Establishing natural crossover points in all three processes for inclusion or enhancement of risk management activity</li> </ul>	TBD	ERM Integration into OCDSB Planning process, guidance, tools & training
Task 4: Develop, test and refine OCDSB SERM Toolkit <ul style="list-style-type: none"> <li>- Risk appetite statement orientation</li> <li>- Risk rating approach</li> <li>- Risk register</li> <li>- Risk reporting format</li> </ul>	TBD	OCDSB SERM toolkit
Task 5: Develop & deliver ERM component of Management Training & orientation	TBD	OCDSB Management Training of SERM
Task 6: Develop ERM component of OCDSB existing training & orientation	TBD	OCDSB General Training of SERM & Toolkit
Task 7: (Option) conduct risk assessment unique to OCDSB project and upcoming key decision applying OCDSB SERM Toolkit	TBD	Optional additional Risk Assessment for a decision-project
Task 8: Project transition to OCDSB resources	TBD	Lessons Learned & Key Outcomes
Task 9: Project Closeout	TBD	Final payment

**Note: Phase 2 Level of Effort estimates will be detailed and, if needed, adjusted at the end of Phase 1, Task 4.**