

Risk Assessment and Control Activities Worksheet

Agency: Arkansas Department of Labor

Department: Administrative Services

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Activity: Planning and Publication

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Objective Type	Objectives	Risk Assessment			Actions to Manage Risks		Mgmt Conclusion	Corrective Action Plan New or Additional Control Activity
		Risks	Significance Impact	Likelihood	Control Activities			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
O	Design and development of agency printed materials such as the annual report, posters, code books, safety brochures and award certificates in an accurate and timely manner.	Inaccurate data in printed materials.	Moderate	Medium	Division supervisor proofreads, gives verbal or email approval to publishing personnel. Sample of printed material sent to Legal and General Business Manager for approval, approval and/or required corrections are noted on "Printing Approval" form attached to sample. If corrections are needed, Management Project Analyst signs to confirm that all required corrections were made.	S		
		Publishing software is damaged or obsolete.	Moderate	Medium	Identical program software loaded on both PCs used in publishing process. Program software can be reloaded by IT personnel from backups stored on network drives or from CD-Rom. Publishing software updated or upgraded by IT personnel when new releases are available and after testing.	S		
		Loss of data and computerized designs	Moderate	Medium	Triple redundancy of agency data backup, with master data maintained on multiple media sets in a separate building in a fire resistant cabinet with restricted access.	S		
O	Printing agency publications (The Safety News and Labor News quarterly newsletters) and brochures, code books, safety training materials, award certificates, in-house forms, etc., with accuracy and timely delivery.	Publication deadlines missed	Small	Medium	Management Project Analyst enforces non-flexible deadlines with occasional assistance from General Business Manager. For flexible deadlines, Management Project Analyst sends frequent reminder emails until necessary information is received. Management Project Analyst records publication due dates on Outlook and task bars as well as on the calendar included in the publishing software. Publishing software also tracks project status, enabling Management Project Analyst to determine if all information has been received, keyed, approved, and printed.	NS	Management enforces deadlines and documents noncompliance which will effect employee's performance evaluation. Implementation Date: July 1, 2007	
		Equipment Failure - includes computers, printers, copiers, etc.	Large	Medium	Schedule regular in-house & vendor-performed equipment maintenance to reduce breakdowns. Management Project Analyst logs last maintenance performed and requests either IT or vendor maintenance when necessary, or when regular maintenance is due. (IT also keeps maintenance logs, and has backup PCs in inventory.)	S		
		Supply Shortage	Large	Medium	Keep inventory of supplies needed for production of at least two quarterly publications on hand at all times. Management Project Analyst checks supplies immediately after publication of each of the two newsletters, each quarter. Any needed supplies are noted on the supply requisition form and are reordered immediately since some supplies have two-month delivery time.	S		
O, F	Distribution and mailing newsletters and other printed materials in the most cost effective manner.	Postal Standards not met, errors in bundling for cheapest bulk rates	Moderate	Medium	Postal Standards publication for bulk mail requirements is available to staff. Mailing labels are printed by zip code order to reduce bundling errors.	S		
O	Maintain agency website, keeping the federal and state regulatory information and other labor information up-to-date and accurate.	Inaccurate information on website	Moderate	High	Division supervisor supplies information via email to Management Project Analyst. Website pages are printed and sent to Legal and General Business Manager for approval, approval and/or required corrections are noted on the accompanying "Printing Approval" form. If corrections are needed, Management Project Analyst signs to confirm that all required corrections were made.	S		