

Policy Requirement Form (PRF)—APPENDIX A

(Download this document before completing in order to save—do not use your web browser to complete)

Part 1: To be completed by requestor	
Action: Please choose which action is applicable	
	Please explain below
Proposed Title of Policy	
Existing Policy Title	
Date Submitted	
Policy Authority	
Policy Implementation Deadline	Is there a deadline externally imposed (i.e. to meet legislative requirements) that we need to abide by, if so, what that date?
Targeted Implementation Date	If no deadline, what date would you like the completed policy?
Resource Implications: Will new resources or significant changes be required? Indicate which and provide details.	
Human Resources	
Information Technology	
Other Resource Allocations	

Risk Assessment																																																					
What is the risk of not establishing/revising this policy? For Likelihood and Impact definitions refer to the Board of Governors Policy on Enterprise Risk Management.		<table border="1"> <thead> <tr> <th colspan="6">RISK PROFILE MATRIX</th> </tr> <tr> <th rowspan="6">LIKELIHOOD</th> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> <tr> <th colspan="2"></th> <th colspan="5">IMPACT</th> </tr> </thead> </table>	RISK PROFILE MATRIX						LIKELIHOOD	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5			1	2	3	4	5			IMPACT				
RISK PROFILE MATRIX																																																					
LIKELIHOOD	5		5	10	15	20	25																																														
	4		4	8	12	16	20																																														
	3		3	6	9	12	15																																														
	2		2	4	6	8	10																																														
	1	1	2	3	4	5																																															
			1	2	3	4	5																																														
		IMPACT																																																			
Likelihood:																																																					
x Impact:																																																					
= Risk Level:																																																					
Please describe risk issues:																																																					
Legal Opinion	Given the nature of this policy, should MHC request a legal review and opinion of this policy?																																																				
Review Schedule / Frequency	In addition to continued situational awareness (i.e. legislative changes, etc.) the policy should be scheduled for regular reviews. Please choose appropriate timeframe of reviews. Choose an item.																																																				
Stakeholder Engagement (add rows as needed)																																																					
Select stakeholders from pulldown-menus	Stakeholder Interest	Contact Name(s)																																																			

PART 2: To be completed by Executive Sponsor			
<i>Approval for legal review expenses (if applicable).</i>			
<i>Executive Sponsor Approval of PRF</i>			
Part 3: To be completed by Manager, Policy and Compliance			
Policy No.		If applicable, replaces Policy No.	
Comments:			
<i>EC Review and Approval of PRF</i>			
<i>For Appendix Change: Only Executive Sponsor Approval required</i>			
<i>President Approval of Policy</i>			