**RISK MARTIX FOR ADMINISTRATION OF INCOME GENERATION ACTIVITIES**

**Process**: Administration of income generation activities

**Purpose:** To ensure efficient and effective administration of income generating activities

**Output:** Income generating activity reports.

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| ACTIVITIES  | INPUTS | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| Development of business plan by individuals/school/department | Income generating policy 2016 | Plagiarism  | low | high | Vetting sub committee to review business plans | Instillation of anti Plagiarism soft ware  |  |
| IGU committee planning meetings | Human resource  | Limited participation during meeting  | low | low | Adhere to Cooperate Governance principle  | Training of cooperate governance |  |
| Absenteeism from meetings | low | high | Development of meeting schedules and circulating to members | Use of technology |  |
| Revision of business plan as appropriate | Income generating policy 2016 | Conflict of interest | low | low | Declaration of conflict of interest | Training work shop on business plan development  |  |
| Inadequate skills  | low | high | On job training  |
| Approval of business plan by management | IP policy 2016 and IGU policy 2016  | Late approval of the business plan | low | low | Early preparation and planning  | On line approval  |  |
| Implementation of business plan | Financial management policy 2013 | Inadequate market survey  | high | high | Vetting sub committee to review business plans | Development of IGA monitoring tools |  |
| Submission of IGA reports to management  | Financial management policy 2013 and Income Generating policy 2016 | Late /non submission of progress reports to management  | low | high | Strict dead line for submissions | Sensitization training |  |