

Strategic Risk Management Plan Action Timetable



	Actual		Montgomery & Graham	Responsibility	Approval
	Start	Complete	Responsibility		
1. Planning Phase/Meeting					
a. Identify/introduce team members					
b. Notify carriers and establish meeting date to review open issues					
c. Establish communication channels through company flowchart					
d. Secure contact list by location					
e. Furnish list of all coverage lines and vendors					
f. Determine scope of project					
g. Discuss timetable					
h. Identify information needed to market					
i. Establish operating standards and response regimes					
2. Information Gathering					
a. Collect policies and loss data [5 years]					
b. Obtain financials					
c. Determine missing information					
d. Request missing information					
e. Compile information for step 3					
3. Perform Exposure Analysis					
a. Determine risk management objectives					
b. Perform all encompassing risk management analysis					
c. Visit major domestic locations, perform exposure survey					
d. Perform exposure survey for foreign locations					
e. Present exposure survey results to					
f. Draft/edit/refine risk management recommendations					
g. Present risk management recommendations					
4. Marketing Strategy					
a. Identify viable markets					
b. Develop market submissions					
c. Perform loss forecasting analysis					
d. Complete market submissions					
e. Evaluate quotes					
f. Negotiate contractual provisions					
g. Present renewal options					

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5. Montgomery & Graham and Carrier Service Plan					
a. Develop carrier service standards					
b. Obtain special service agreements with carrier					
c. Perform loss of cause analysis					
d. Identify top loss drivers					
e. Review top loss drivers with					
f. Review current loss control objectives					
g. Discuss loss control options with					
h. Establish Montgomery & Graham service and loss control plan					
i. Approve/modify carrier and Montgomery & Graham service plans					
j. Deliver respective service plans to					
6. Implementation					
a. Discuss market selection					
b. Confirm market					
c. Secure coverage					
d. Meet to discuss certificates of insurance needs					
e. Issue binders, certs, auto ID cards					
f. Monitor progress of policy issuance and delivery					
g. Perform contract reviews					
h. Initiate performance service plan					