Chronodat Risk Management Add-in

User Manual

Chronodat, LLC
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CHRONODAT

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Introduction

The introduction section of the document describes the scope and objective of Office 365 Chronodat Risk Management Add-in.

Scope & Objective

The Chronodat Risk Management add-in provides a seamless integration of Risk Management features, using Office 365 SharePoint Online or On-Premise. The benefits of the add-in are immediate, due to the robust features and user-friendly interfaces it provides.

The primary objective of the Chronodat Risk Management add-in is to create a project related risk, and track it to its end risk response. For example, creating a new risk and assigning it to a project team member to be accessed, working on it, mitigating it, then closing it. If your team is Scrum- or Agile-based, the design of the Risk Management add-in will be very familiar to you.

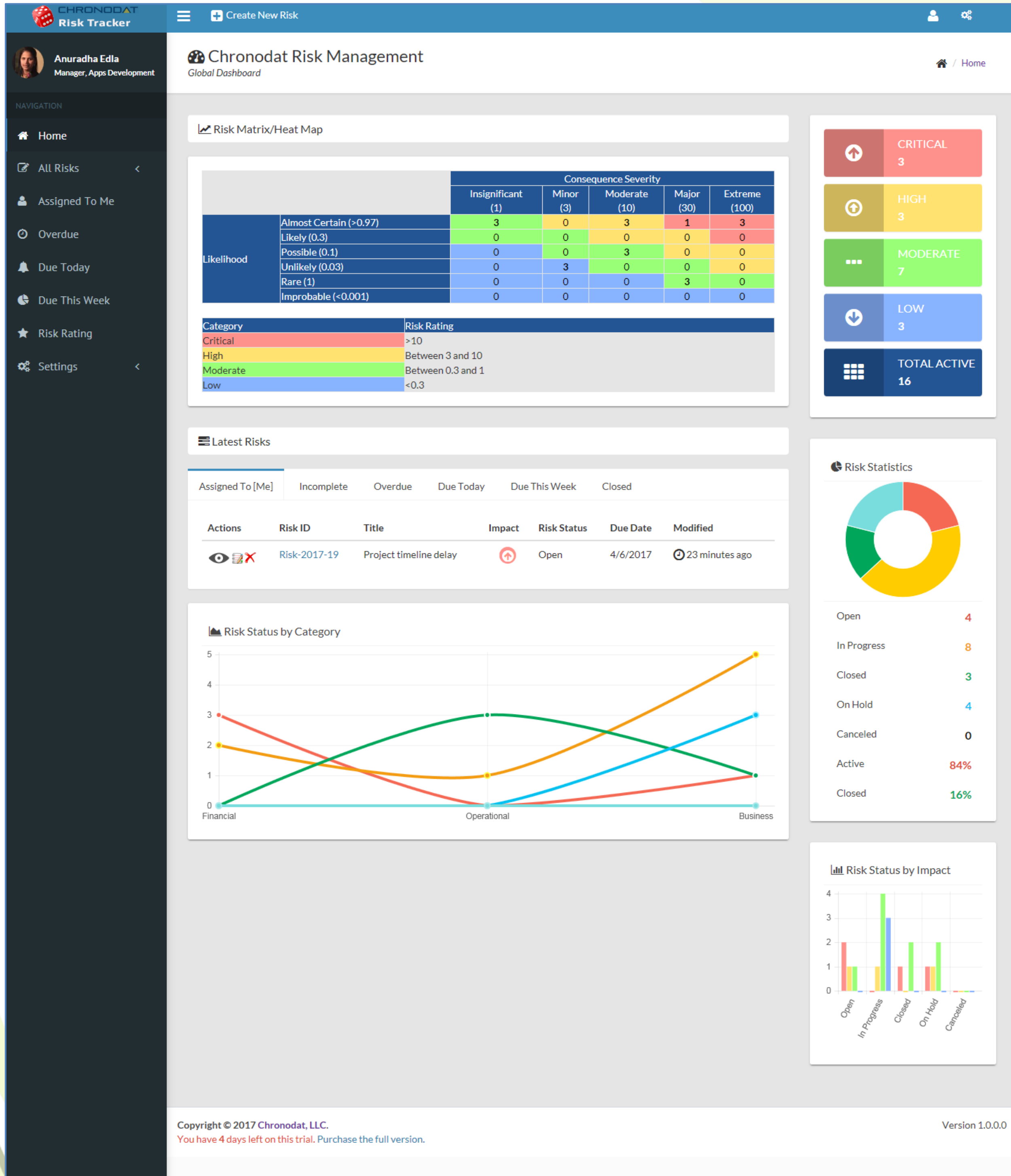
Add-in Overview

Chronodat Risk Management add-in enhances your business changes to accurately identify, assess, and monitor business risks. It enables your organization to quickly gain insight into line of business activities by visualizing the risk heat map and dashboard. Add-In provides the technology and methodology to identify all risks that impact your organization and automate risk scoring using dynamic risk matrix. The graphically represented reports within the add-in are useful for explaining the risk status to management.

Benefits:

- Quickly identify risks that could impact your objectives, business functions and services
- Centralize and streamline your risk management program
- Evaluate and prioritize risks in terms of impact, likelihood and Consequence
- Develop and track plans for addressing and mitigating risks
- Easy coordination with internal audit, general counsel and other assurance functions
- Make fast, informed decisions to prevent and mitigate risks
- User-friendly interface will give your organization a strategic advantage in managing, mitigating and preventing risk in your business.

Home/Dashboard Page UI:



Features:

- Provides color-coded, built-in dashboards for quick metrics & reporting, with no configuration needed; there is a Dashboard for all Risks, you see:
  - 10 most recently updated Risks, by Assigned To [Me], Incomplete, Overdue, Due Today, Due This Week, Completed
  - Risk Status pie chart by Status and Active vs. Closed)
  - Risk Status bar chart, based on Priority

- Provide you a view of Risks which displays Risks into different categories:
  - All Risks
    - Open
    - In Progress
    - On Hold
    - Canceled
    - Completed
    - Archived
  - Overdue
  - Due Today
  - Due This Week
  - Risk Ratings

- Risk can be created using a pre-defined Risk prefix example: "Risk-2017-"

- Pre-defined Risk Categories (such as Hardware, Software, etc.), & Risk Sub-Categories (such as broken monitor, need Microsoft Office installed, etc.), all configurable according to your business

- Setup for designating Team Contact for specific Risk Sub-Category. If a Risk is created with a Sub-Category, it will automatically be assigned to that person/person(s), and they will receive an email notification (along with the user) when a new Risk is submitted.

- Pre-written Email Templates for notifications sent to the user, again, configurable according to your business

- Powerful Search engine to find Risks quickly & easily

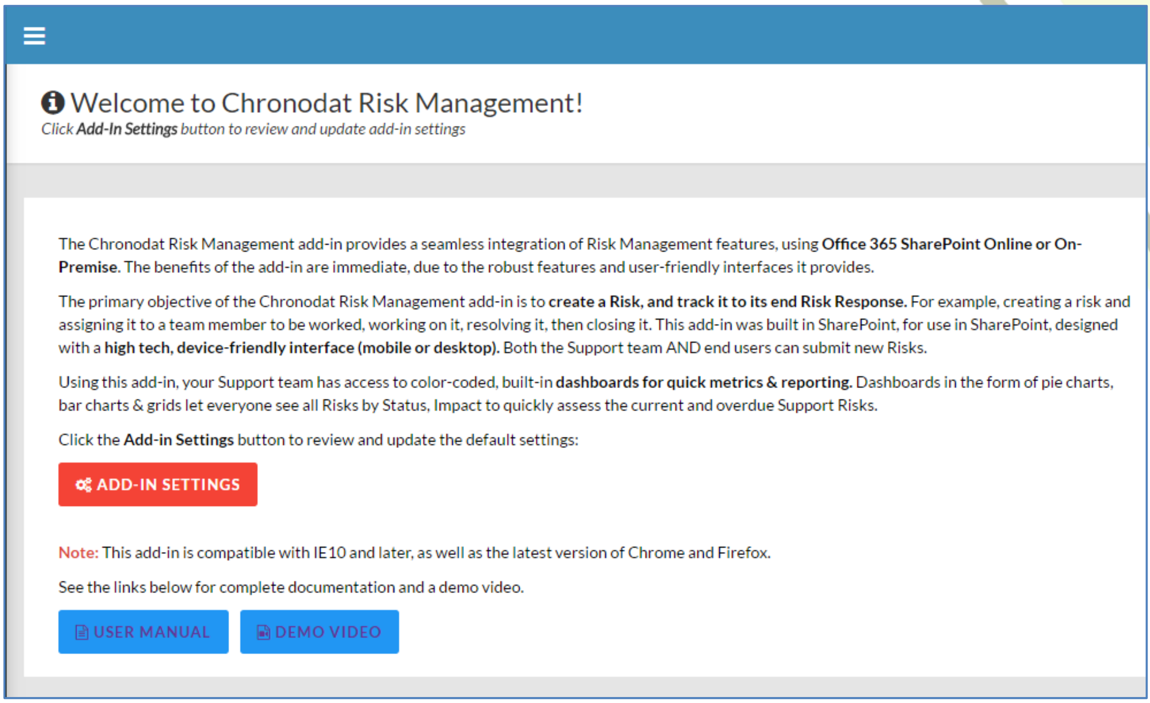
- Export options, such as Excel, PDF, CSV, and more

- Security is built-in, and user access is very customizable

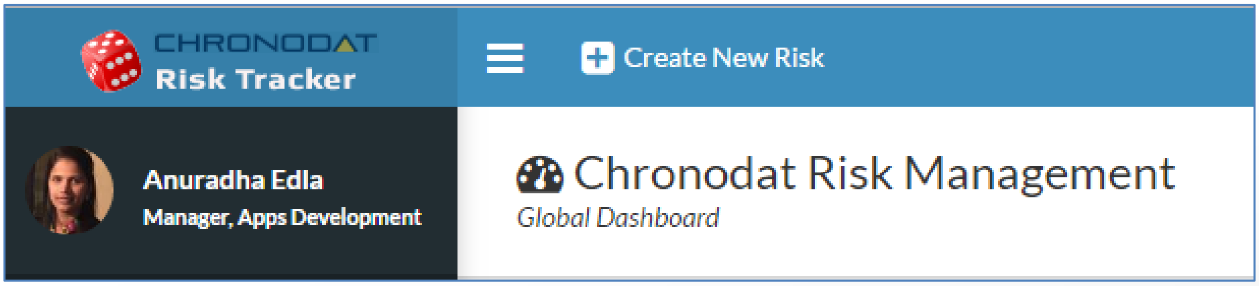
Configuring Chronodat Risk Management Add-in

1. Click **Chronodat Risk Management.**

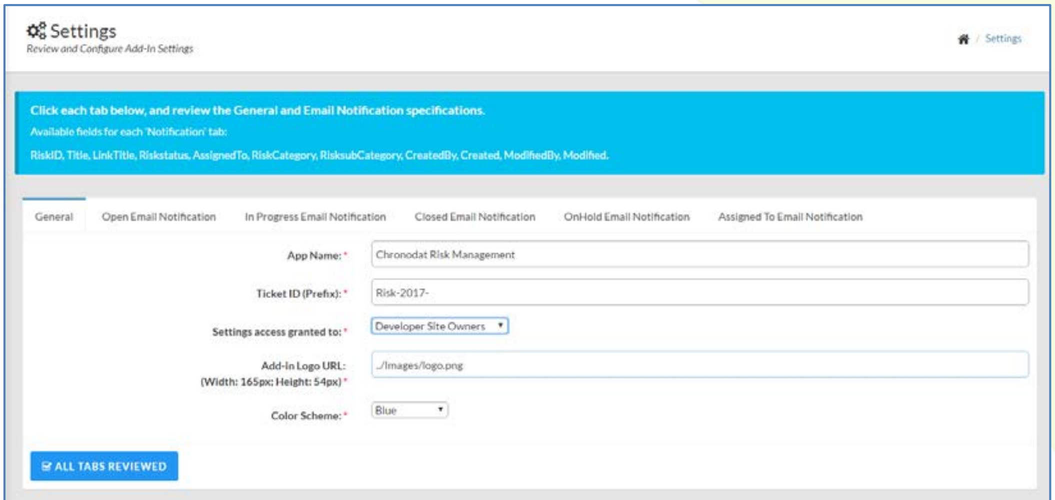
2. Click the red button to review the Add-in Settings.



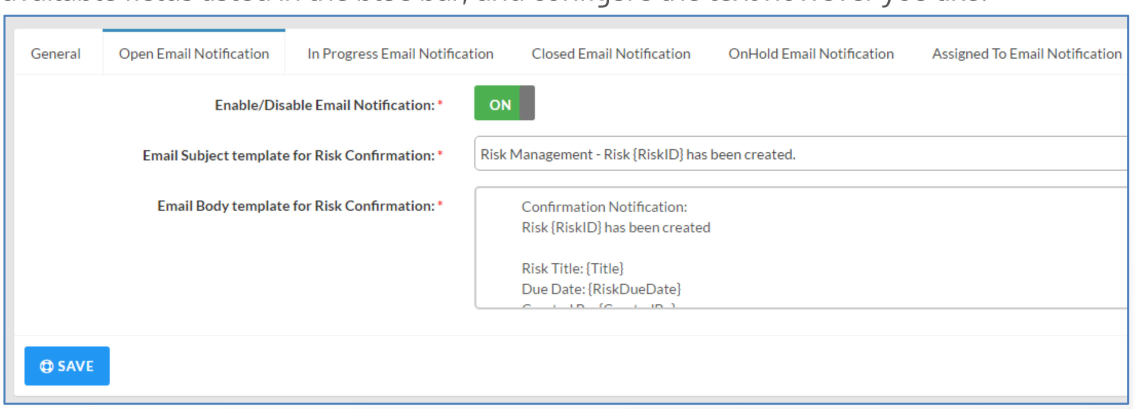
3. On the **General** tab, enter the name you want for your Risk Management add-in (it will display on screens such as the Dashboard).



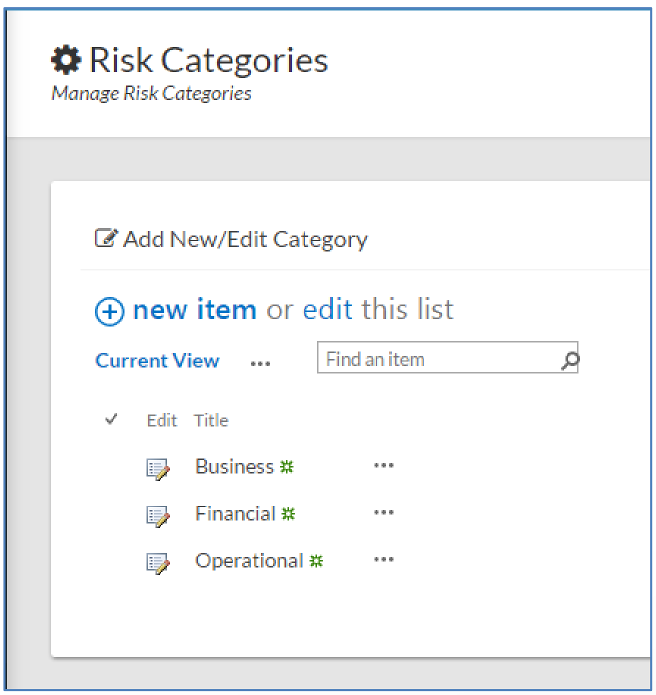
- Select who can access the Settings Page.
- Change logo and Color Scheme as per your branding requires.



4. Click the next tab in sequence. You may be tempted to press **Save**, but you need to finish reviewing all the other tabs. If you do, however, click **Save**, you can always quickly get back to this screen by clicking **Settings > Add-in Settings**. This tab allows you to configure the email that will be sent to the user after **submitting a Risk**.
   - If you don't want the user to receive an email, just click **Disable**. If you do want the user to receive an email, leave the default.
   - The first field is how the **subject line** will display in the email to the user. You can either change the text, or leave the default.
   - Notice how the Subject contains {RiskID}. Not only can you use that field, but a host of other fields, which are listed in the blue bar above.
   - The next field contains the text in the **body** of the email to the user. Again, use the available fields listed in the blue bar, and configure the text however you like!

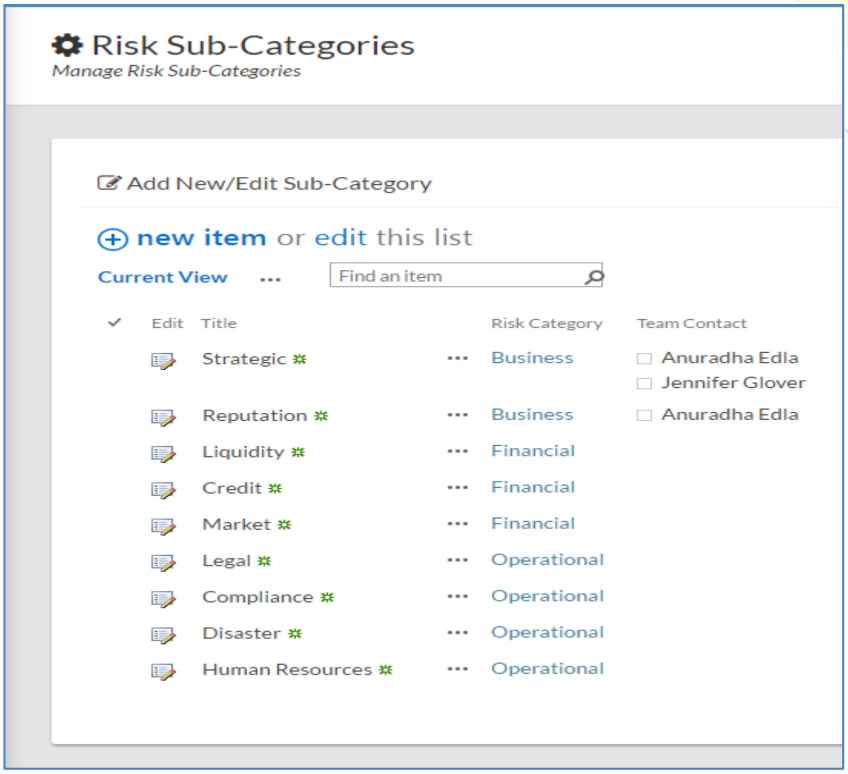


5. When finished, click the next tab in sequence. This tab is very similar, but it's for the email that the user sees when the Risk has moved to **In Progress**.
    - Again, you can turn it off by clicking **Disable**.
    - Configure the subject line in this field. Remember you can use the available fields in the blue bar above.
    - Configure the body of the email in this field.
6. The rest of the tabs function the same way.
    - This tab is for the email sent when the Risk has been **On Hold**.
    - This tab is for the email sent when the Risk has been **Closed**.
    - The last tab is for the email sent to the Team Member who will be working the Risk.
7. Once you're finished reviewing all the tabs, click the blue button at the bottom. *As mentioned before, you can always go back and make some adjustments if you change your mind! Just click* **Settings > Add-in Settings**.
8. Now Add-in redirects to Dashboard page (Empty Dashboard).
9. Next, you click **Settings > Categories**. You can add a new Category by clicking **New Item**, or **edit** the Categories that are listed by clicking Edit this list.
    - **New Item** > Enter new Category, then click **Save**.

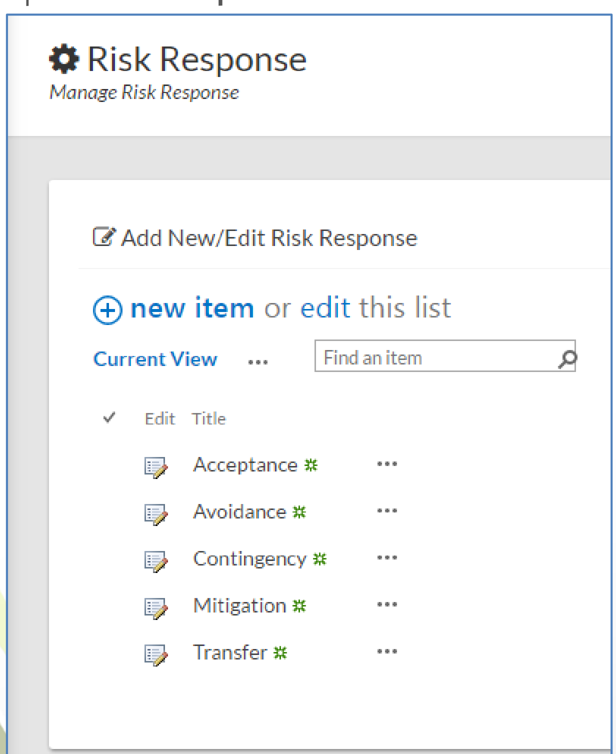


    - To make changes, click the ellipses beside an item

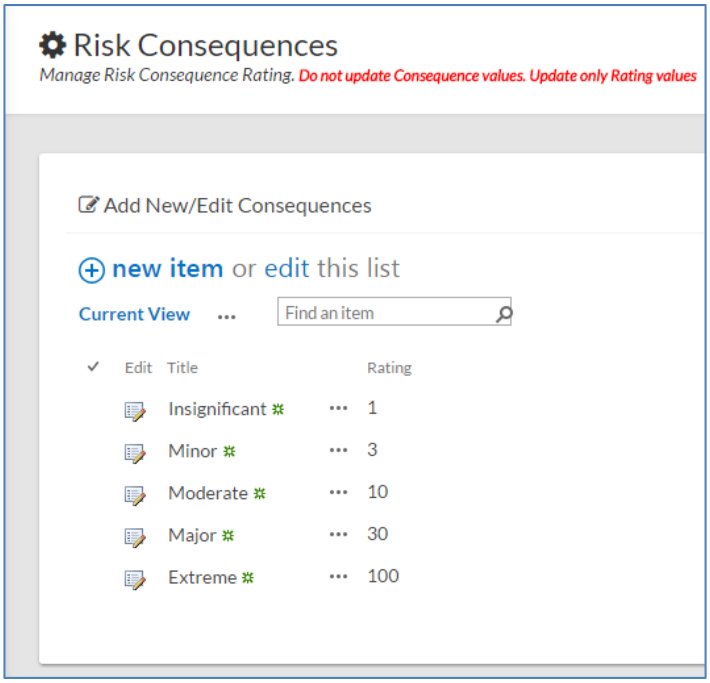
10. Update **Sub-Categories** Since we just defined our high-level Categories, now we want to define their Sub-Categories, and designate a Team Contact for each.



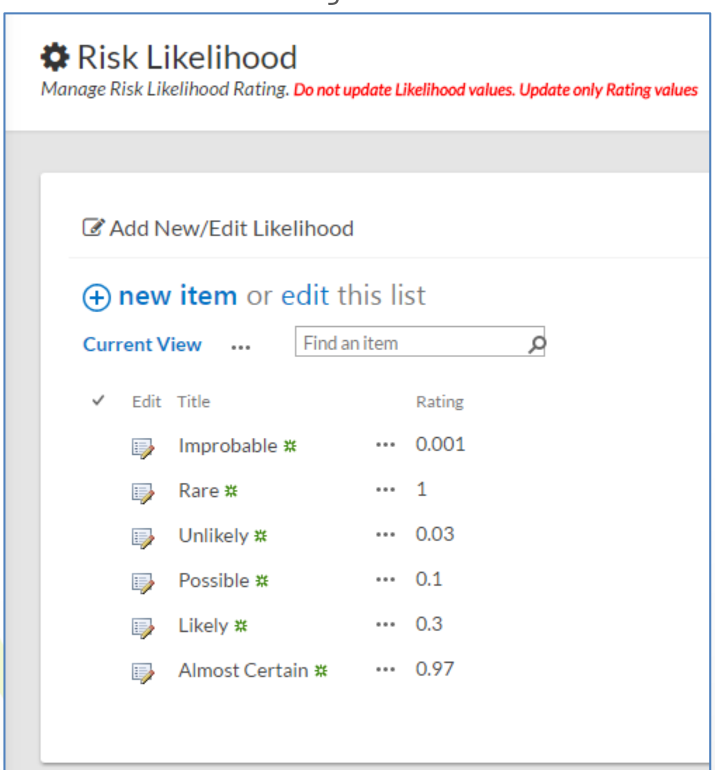
11. Update **Risk Response** list items.



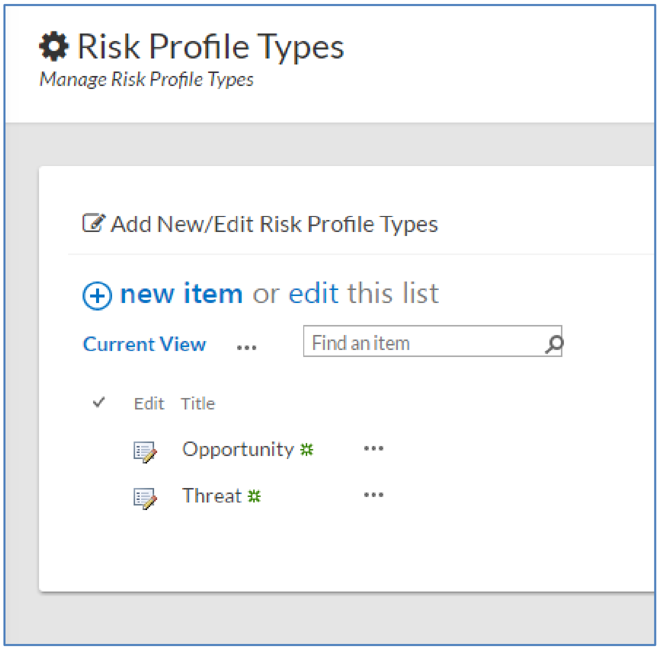
12. Update **Consequence Rating** list times. Update only Rating values. *Do not update "Title" used in Dashboard*. Changes to Title will break Dashboard functionality.



13. Update **Likelihood Rating** list times. Update only Rating values. Do not update "Title" used in Dashboard. Changes to Title will break Dashboard functionality.



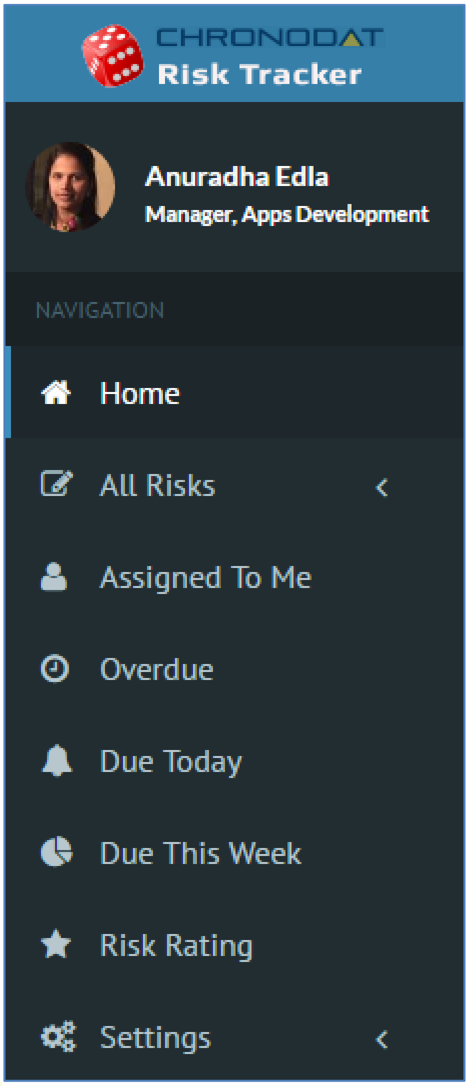
14. Update **Risk Profile** list items.



Navigation

General Navigation

Navigation options are found in the left margin. The arrows function as a toggle, and indicate more menu items below.

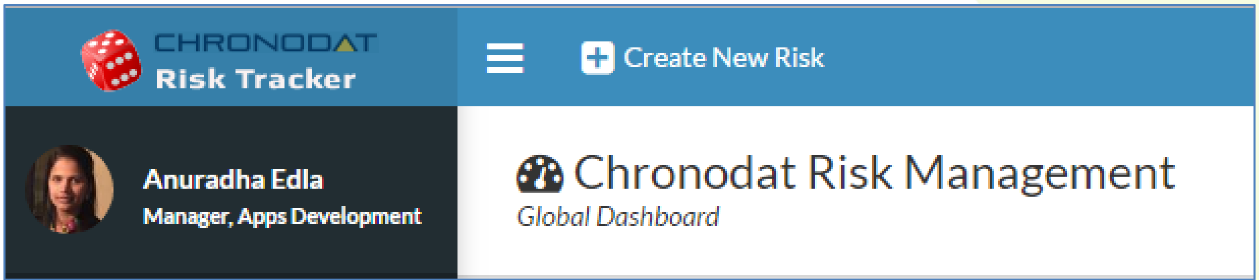


Navigating to the Dashboard

You can click the **Home** (house) icon at the top right, the **Chronodat Risk Management** icon at the top left, or **Dashboard** in the left navigation to go to the Dashboard. All 3 methods take you to the same place.

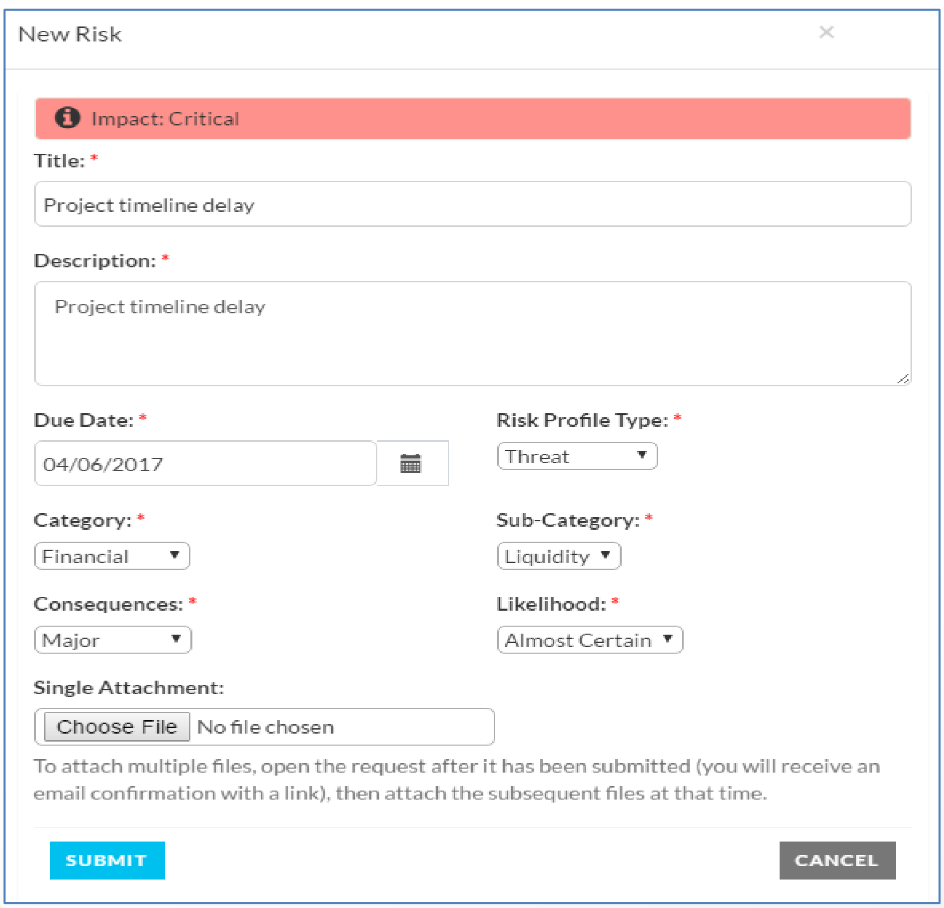
Hiding the Left Navigation

You can click the 'bar' icon at the top left (next to **Create New Risk**) to hide the left navigation, thus widening the information on the page that is currently displayed.

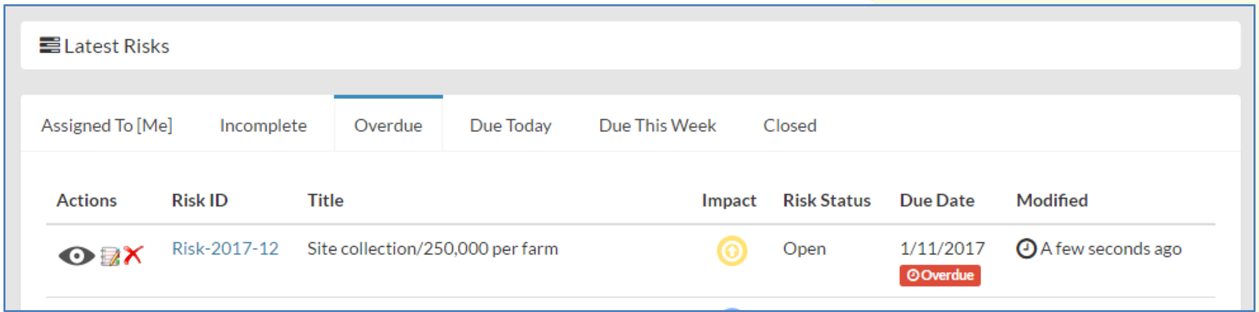


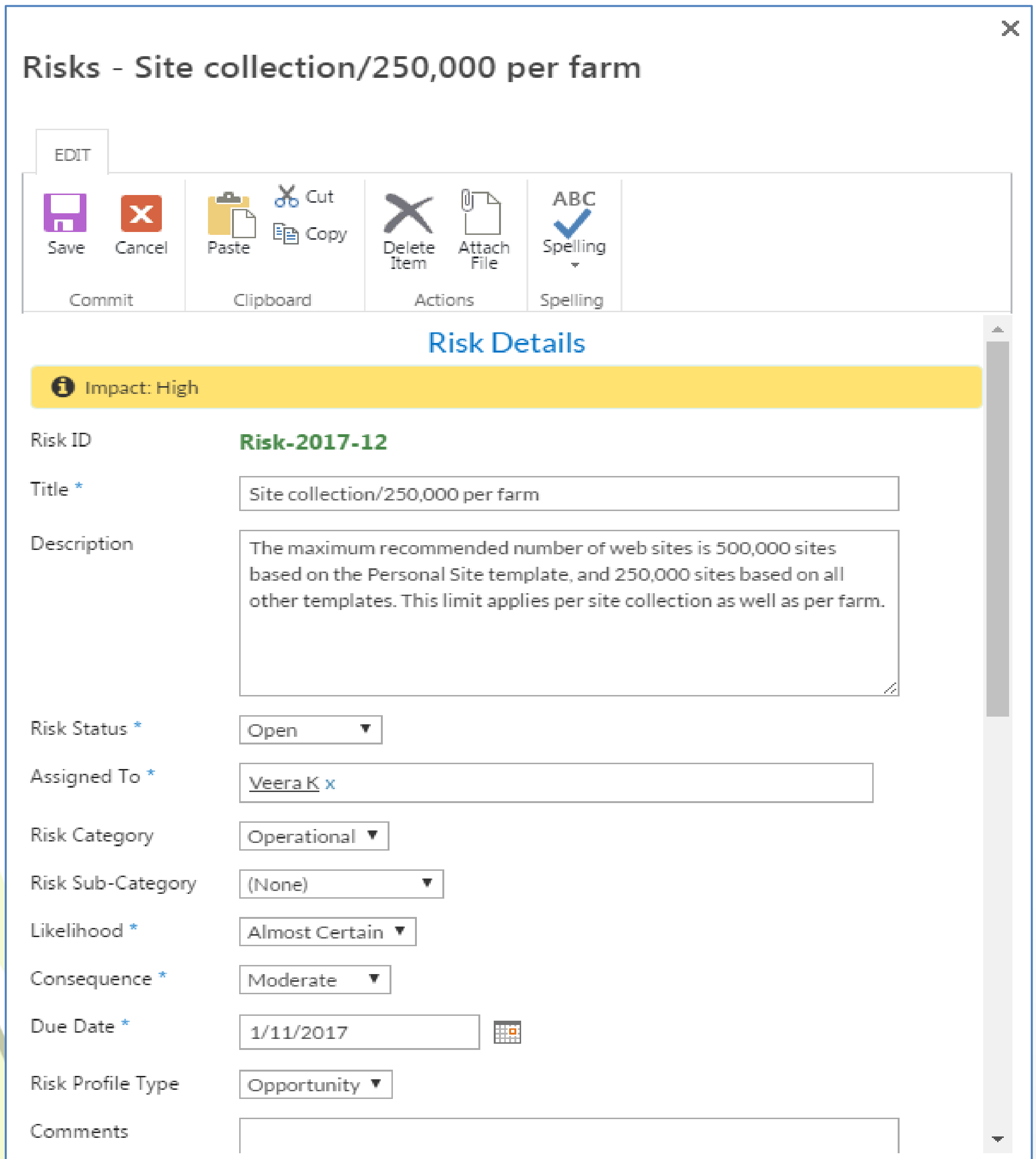
Creating a New Risk

Now that we've covered the basic navigation, let's create a Risk. Click the **Create New Risk** button at the top left. Complete the fields (required fields are indicated by a red asterisk), then click **Submit**.



Click “Edit” button in views to edit Risk item:

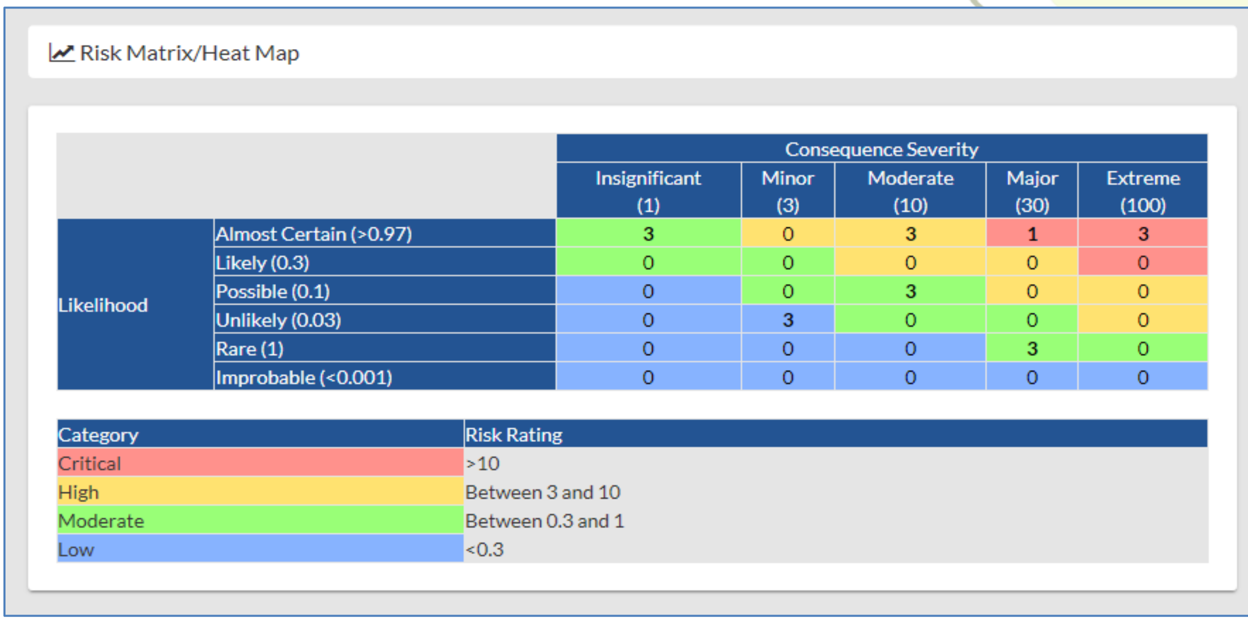




Dashboards

We understand the **importance of reporting**, so forget your Excel spreadsheets and the manual work of chasing down unresolved Risks. The Dashboards will give you your reporting statistics.

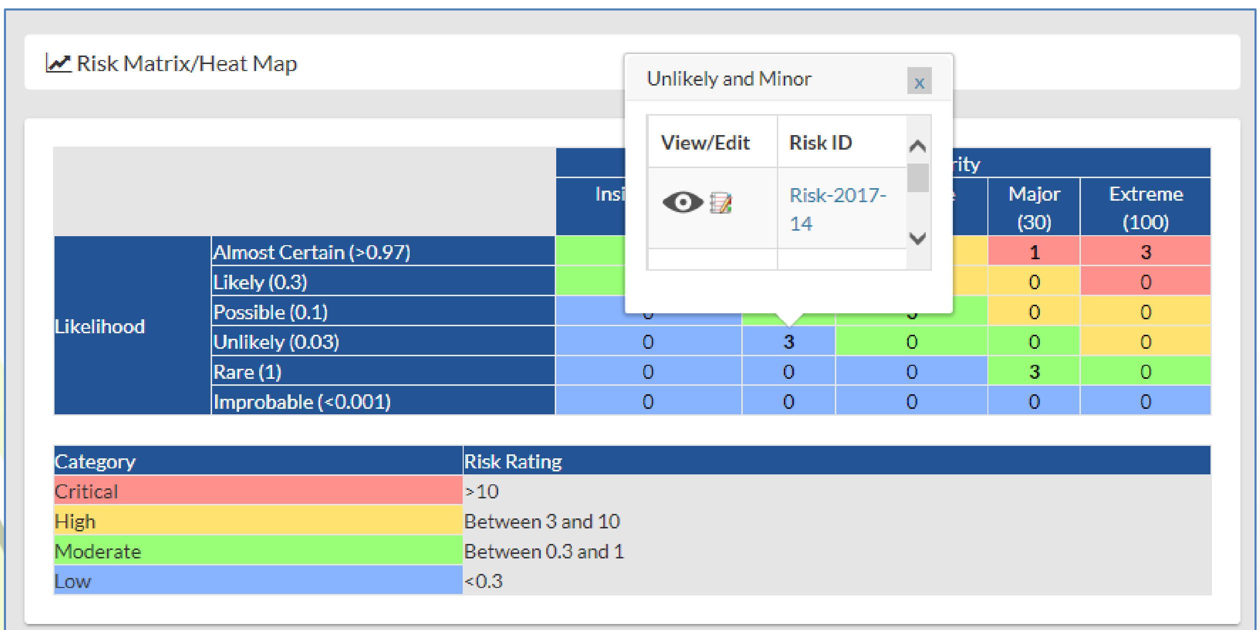
Click **Global Dashboard.** The Risk Matrix represents a heat map for active risks calculation based on impact and probability.


Risk Matrix/Heat Map

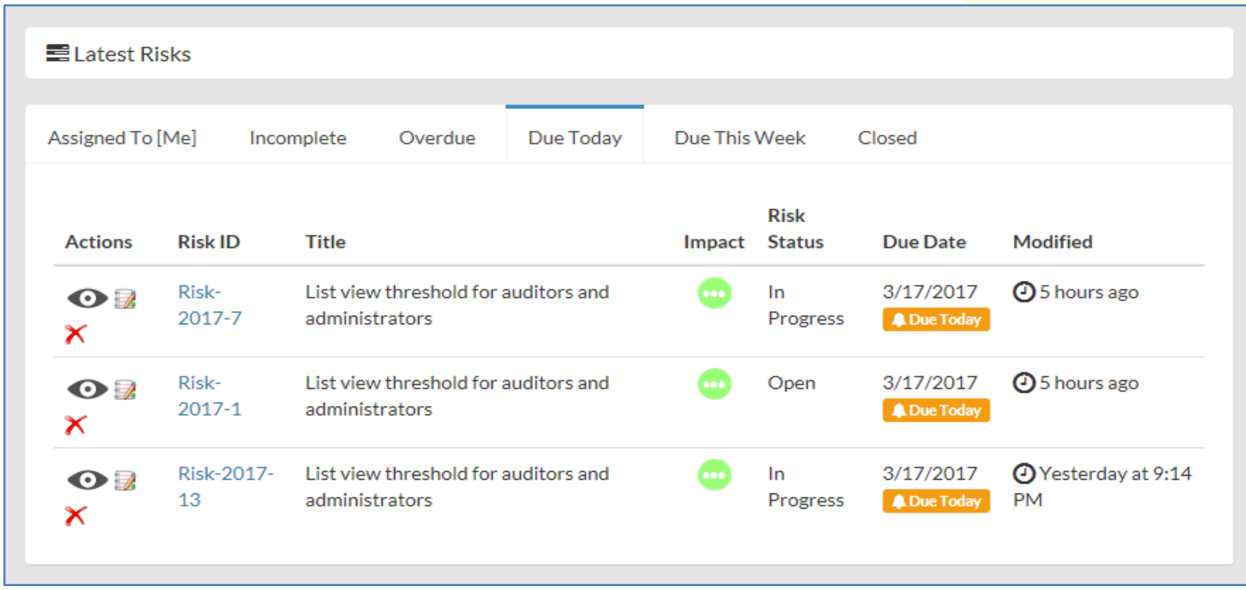
		Consequence Severity				
		Insignificant (1)	Minor (3)	Moderate (10)	Major (30)	Extreme (100)
Likelihood	Almost Certain (>0.97)	3	0	3	1	3
	Likely (0.3)	0	0	0	0	0
	Possible (0.1)	0	0	3	0	0
	Unlikely (0.03)	0	3	0	0	0
	Rare (1)	0	0	0	3	0
	Improbable (<0.001)	0	0	0	0	0

Category	Risk Rating
Critical	>10
High	Between 3 and 10
Moderate	Between 0.3 and 1
Low	<0.3

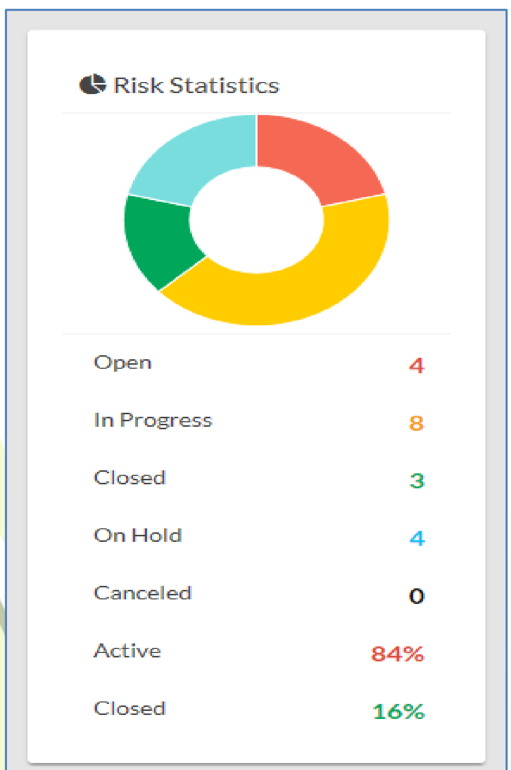
Click on count number to view Risk IDs.



Scroll through the tabs to see the respective Risks for each Risk Status and views by Assigned To [Me], Incomplete, Overdue, Due Today, Due This Week and Closed. The list contains the latest **10 Risks** for each Status.

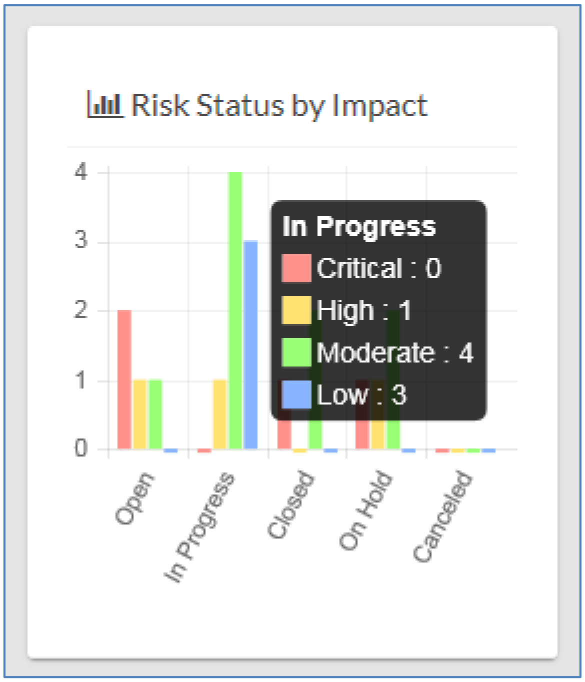


Notice the **pie chart** on the right, which gives you a visual of the **Active vs. Closed** Risks, and quickly lets you see that there are a lot more Risks that are **Active** than **Closed**.

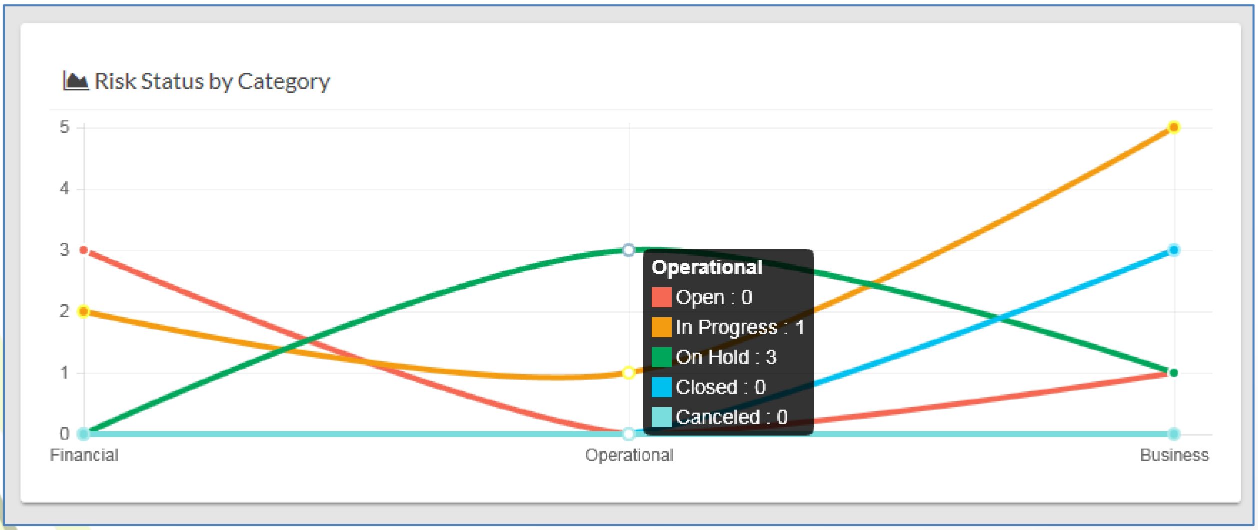


CHRONODAT

The **bar chart** gives you a quick assessment **by Priority** for each Status. Red indicates Critical, Yellow is High, and Light Green is Moderate and Blue is Low priority.



Below the Risks is a **bell curve chart**, by **Category**. Hover over the labels at the bottom to see a popup with more information about them. Focusing on the **Category labels** at the bottom, you will see that the majority of Risks have been **Operational** Risks (if you look on the left, there have been 4 Risks).



Risk Reports/Views:

Show 10 rows | Copy | CSV | Excel | PDF | Print

Search:

Actions	Risk ID	Title	Indicator/Impact	Risk Status	Risk Category	Due Date	Assigned To	Modified
	Risk-2017-19	Project timeline delay	Critical	Open	Financial	4/6/2017	Anuradha Edla	About an hour ago
	Risk-2017-2	250,000 per site collection/250,000 per farm	Critical	Open	Financial	1/11/2017 Overdue	Veera K	5 hours ago
	Risk-2017-1	List view threshold for auditors and administrators	Moderate	Open	Financial	3/17/2017 Due Today	Veera K	5 hours ago
	Risk-2017-18	Site collection/250,000 per farm	High	Open	Business	1/11/2017 Overdue	Veera K	Yesterday at 9:13 PM

Showing 1 to 4 of 4 entries

Previous 1 Next

Notice the buttons at the top left. These are for exporting the grid.

- **Copy** copies the table to the Clipboard.
- **CSV** means comma-separated values, and is just the raw, unformatted data
- **Excel** puts the grid in an Excel file, so that you can take advantage of the filtering, and formatting features that Excel provides
- **PDF** exports the grid as a PDF file, and **Print** is for printing the grid

Security

The Chronodat Risk Management add-in contains configurable access levels. Security is maintained by the Chronodat Admin, who can grant access by:

- Creating a **new Security group**
- Using any **existing SharePoint group** in the Parent site
- Creating access for a View-Only user

With the first 2 groups, the Admin can grant the group "Contribute" access (or higher), as well as Dashboard access. The members can **create Risks, edit/track Risks**, and view the Settings page.