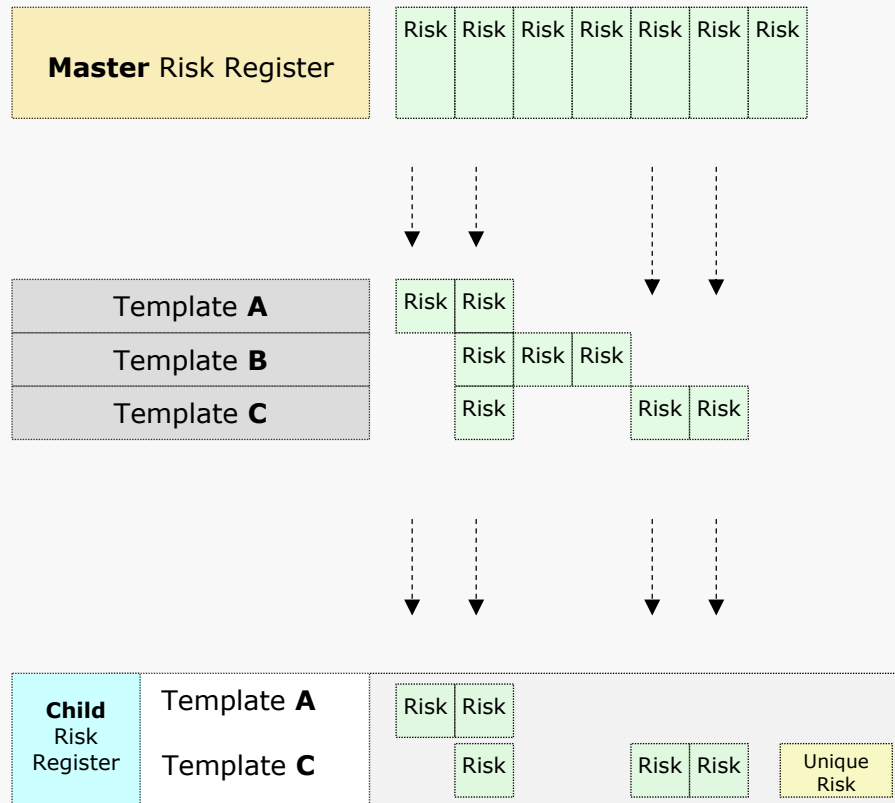


Quick Reference Guide

Overall Structure



The **Master Risk Register** is the set of business wide risks that are centrally managed and approved, and form the basis for the **Templates**.

Each **Template** is a separately managed selection of Master Risks. The **Template** is the means by which Master Risks are added to a Child Risk Register. As many Templates as required can be created.

Each Child Risk Register is created by selecting 1 or more **Templates**. Each Template continues to exist within the Child Risk Register as a means of grouping or organising the risks. Templates can be re-named within the Child Risk Register to suit project specific terminology.

Unique risks (not added via a Template) can also be entered.

1.1 Risk Registers Menu

Overview

The Risk Registers menu allows you to view a list of the Child Risk Registers that you can access, open a Child Risk Register for editing and create a new Child Risk Register.

The screenshot shows the 'List Risk Registers' page in the CS Risk application. The interface includes a navigation menu, a header with the user name 'Hello ADMINISTRATOR', and a main content area. The main content area has a 'List Risk Registers' title and a table of registers. Callouts point to various elements: 'Create a new Child Risk Register' points to the 'Add New' button; 'Filters to refine list' points to the filter dropdowns; 'Show / hide filters' points to the 'Hide Filters' button; 'Click heading to sort by that column' points to the 'Title' column header; 'Click to display more options' points to the 'Actions' column header; and 'List of Child Risk Registers' points to the table itself.

id	Title	Division	Business Unit	Project	Owner	Admin	Risks	Actions
14	robs test 2222 / 777	Division 2	Business Unit_3	Project_2	ADMINISTRATOR ADMINISTRATOR	Admin	Risks	Actions
10	Peter grant Smith High Risk Project	Division 1	Business Unit_1	Project_4	Grant-smith Peter	Admin	Risks	Actions
9	caroline 2	Division 1	Business Unit_1	Project_1		Admin	Risks	Actions
8	kristin	Division 1	Business Unit_1	Project_1		Admin	Risks	Actions
7	guozhong	Division 1	Business Unit_1	Project_1		Admin	Risks	Actions

Buttons / Icons

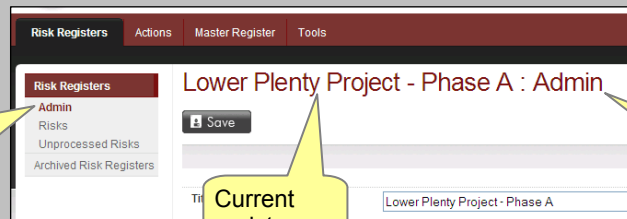
	Create a new Child Risk Register
	Open the Administration page associated with a Child Risk Register
	Open the Risks associated with a Child Risk Register
	Archive the selected Child Risk Register.
	Copy the selected Child Risk Register
	Delete the selected Child Risk Register
	Open the filters panel
	Open the Unprocessed Risk Queue for the selected Child Risk Register

1.1a Add New / Edit Admin Details

Navigating within the Child Risk Register

Each Register has 3 sections:

- Admin
- Risks
- Unprocessed Risks



Current section within the register

Overview

The Add New Child Risk Register and Edit Admin Details screens contain the information listed below. From this screen you:

- Enter basic administrative details
- Select the **Templates** to be included in the Child Risk Register
- Upload attachments
- Nominate Editors (who can manage the Child Risk Register)

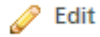
Buttons / Icons



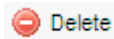
Add a new Template, Editor or Comment to the Child Risk Register



Drag to change the order of Templates within the Child Risk Register



Edit the Template label (as it appears in the Child Risk Register)



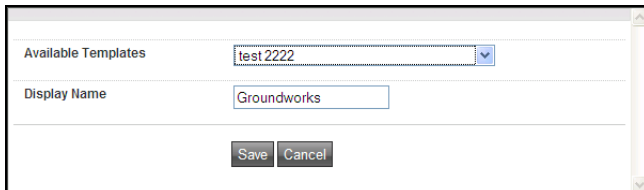
Remove a Template from the Child Risk Register

Notes regarding Templates

Adding a Template to a Child Risk Register adds the corresponding Master Risks to the Child Risk Register.

Removing (deleting) a Template from the Child Risk Register removes all corresponding Master Risk from the Child Risk Register. It does not delete or make any changes to the actual Template or the Master Risks.

Each Template has a Display Name that is how the Template is displayed within the Child Risk Register. The Display Name can be modified by clicking the Edit icon from the list of included Templates using the screen below.



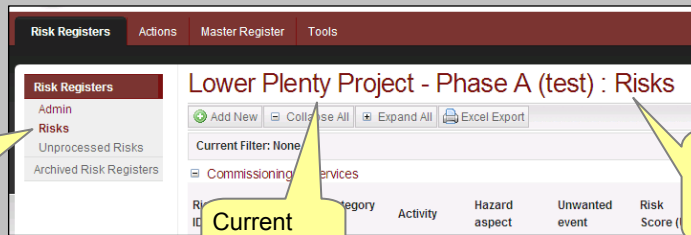
The screenshot shows a form with two main sections. The first section is labeled 'Available Templates' and contains a dropdown menu with the text 'test 2222'. The second section is labeled 'Display Name' and contains a text input field with the text 'Groundworks'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

1.1b Risks

Navigating within the Child Risk Register

Each Register has 3 sections:

- Admin
- Risks
- Unprocessed Risks



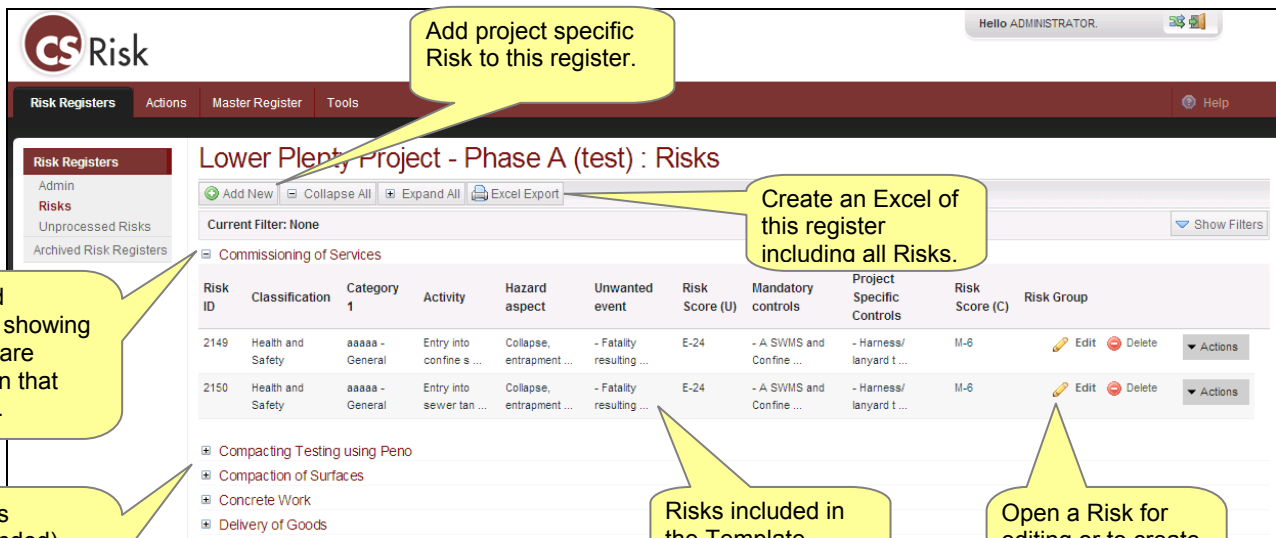
Current register

Current section within the register

Overview

The Risks included in a Child Risk Register are managed by opening the Risks screen within a Child Risk Register. The Risks screen is the second page of a Child Risk Register. From within the Risks screen you can:

- View and edit the Risks included in the Child Risk Register
- Filter and print the Risk
- Assign Actions associated with each risk
- Add new Risks (unique to this Child Risk Register)
- Remove Risks from the Child Risk Register



Expanded Template showing risks that are included in that Template.

Templates (not expanded). Click '+' to expand an individual Template.


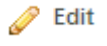
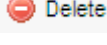
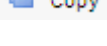
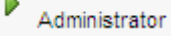
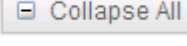
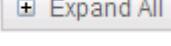
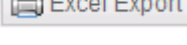
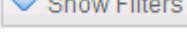
Add project specific Risk to this register.

Create an Excel of this register including all Risks.

Risks included in the Template.

Open a Risk for editing or to create an Action for the Risk.

Buttons / Icons

	Add a new Template, Editor or Comment to the Child Risk Register
	Edit a Risk
	Remove a Risk from the Child Risk Register
	Copy a Child Risk Register to create a new register
	Send the selected Risk to the Administrator for review as a Master Risk. Applies to Risks added into the register directly (not via a template).
	Collapse all Templates - hide risks
	Expand all Templates - show risks
	Export the Child Risk Register to Excel
	Open the filters panel

Notes regarding Risks

Any Risk can be deleted, whether added through a Template or directly into the Child Risk Register. Deleting a Risk that was added through a Template does not effect the Template.

Risks added directly into the Child Risk Register have all fields editable (all parts of the Risk can be changed).

Risks that are added via the Template have certain fields locked, such as the Uncontrolled Risk Score. Other fields are editable to reflect Project conditions.

Risks that have been added to the Child Risk Register, and are considered appropriate for inclusion in the Master Risk Register, can be forwarded for review by administrators using the "Send to Administrator" button.

Risk Processing Workflow

