



GOVERNANCE GENERAL TASKS

FUNCTIONAL REQUIREMENT SPECIFICATION (FRS) DOCUMENT

Applicable to India Units

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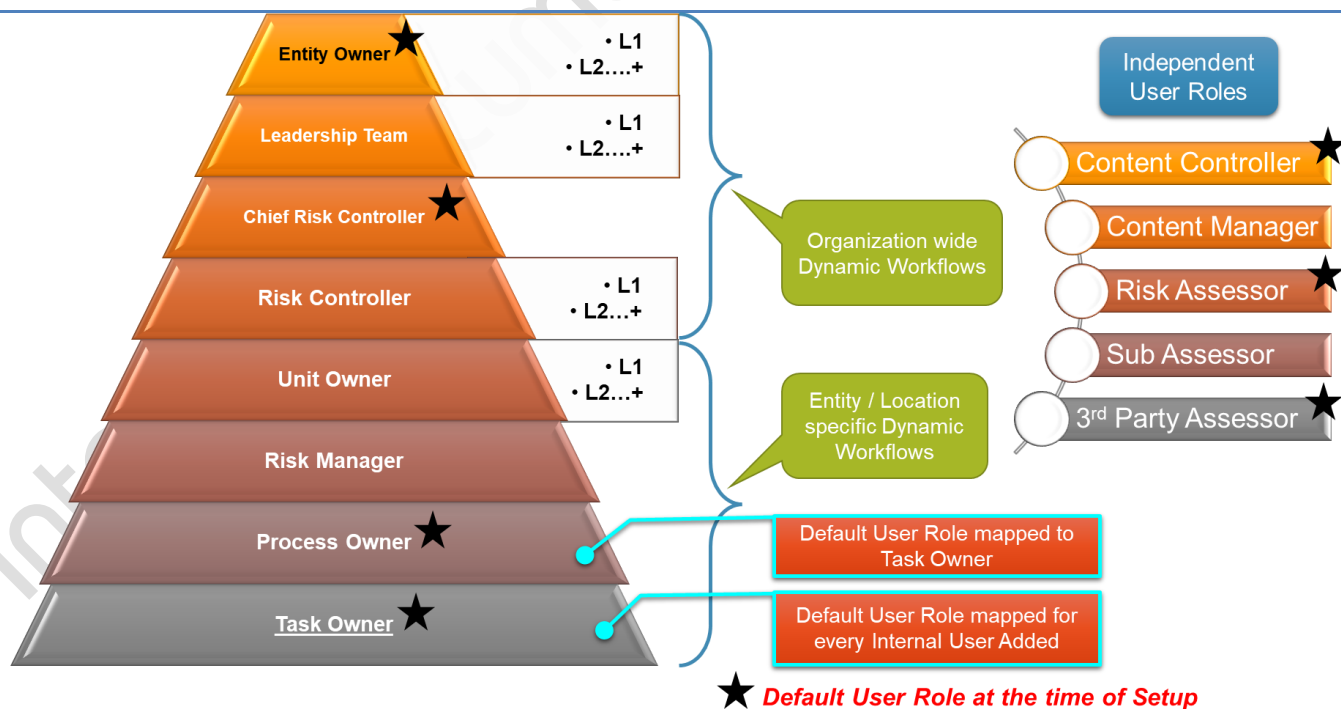
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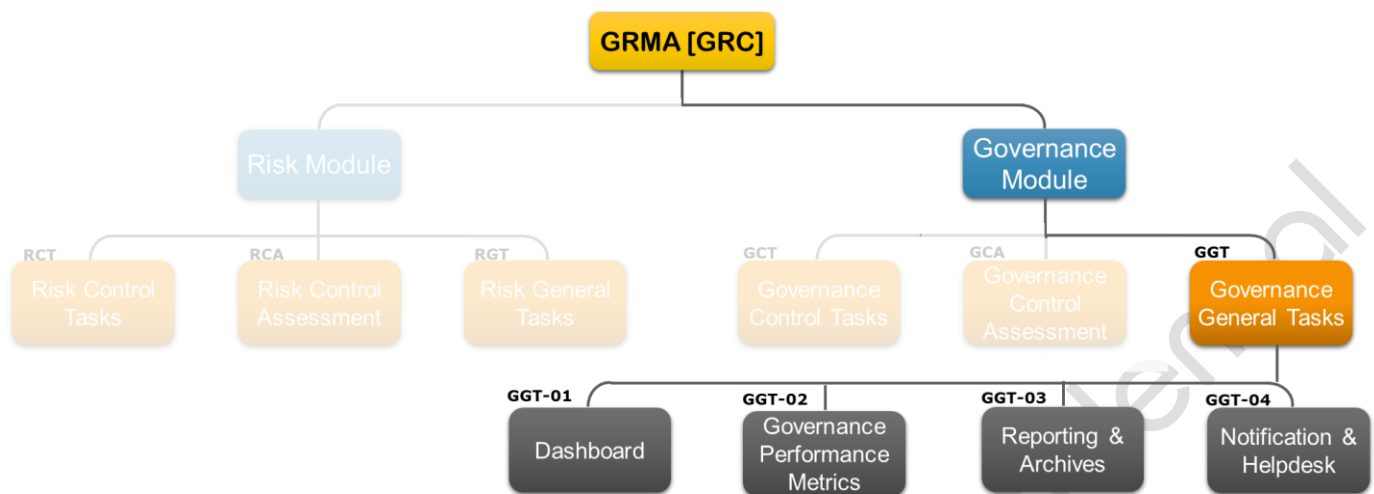
Acronyms Used

• GRMA	-	Governance and Risk Management Application
• FRS	-	Functional Requirement Specification
• GCT	-	Governance Control Tasks
• PFM	-	Process Flow Map
• GCA	-	Governance Control Assessment
• GGT	-	Governance General Tasks
• RCT	-	Risk Control Tasks
• RCA	-	Risk Control Assessment
• RGT	-	Risk General Tasks
• TFM	-	Task Flow Map
• CC	-	Content Controller
• TO	-	Task Owner
• OTP	-	One Time Password
• ED	-	Effective Date

User Roles to be used in GRMA



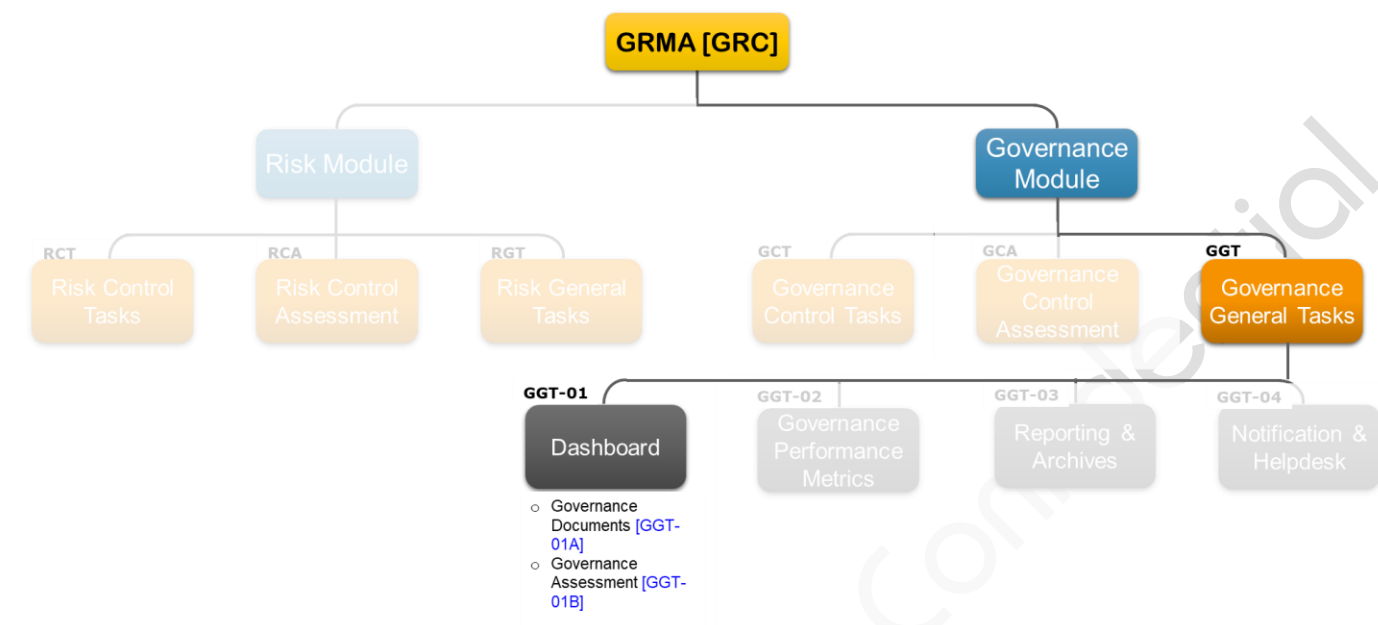
Brief Understanding



- Governance General Tasks (GGT) represents the outcome of actions performed under Governance Module. The feature aims to provide the monitoring with interactive graphical representations, and statistical data, in addition to various reports and access to archived data.
- One of the key features under Governance General Tasks is the access to Governance Performance Metrics, where the User, as per the role mapping, will be able monitor either its own performance or of Users reporting to the User (as per hierarchy levels). The performance metrics will include data regarding level of proficiency achieved, key result areas, key performance indicators.
- In addition to a basic representation, the User will also be able to customize its Dashboard with interactive widgets available to select from.
- The features under GGT also include information regarding the notifications received or sent, raising of any queries and tracking the status of same, and in case of any troubleshooting, access to help documentation will also be provided.
- Any report/ outcome that is older than 30 days will be available under the Archives. For list of documents or assessments under various stages, details will be made available under reports.

TFM-01

Task Flow Map – DASHBOARD



GGT-01: Dashboards

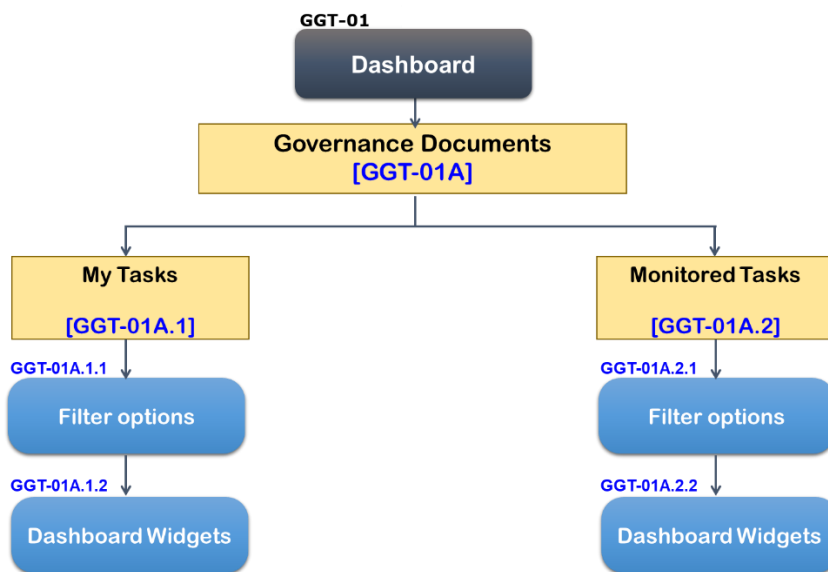
Governance Document

Governance Assessment

Task Control Ref	Major/ Sub Tasks	Task Dependencies
1.1.	<p>Governance Document:</p> <ul style="list-style-type: none"> – Status related to all Governance Documents need to be represented under Dashboard. The data related to only Governance Document published and related actions (refer GCT-01 for details) will be represented. – The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. – The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). – The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (<i>pre-defined by Administrator</i>). – The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. 	
1.2.	<p>Governance Assessment:</p> <ul style="list-style-type: none"> – Status related to all Governance Assessment need to be represented under Dashboard. This will include the assessment(s) scheduled or completed (refer GCT-02 for details). – The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. – The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). – The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (<i>pre-defined by Administrator</i>). – The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. 	

PFM-01

Process Flow Map – GOVERNANCE DOCUMENT



GGT-01A: Dashboard > Governance Documents > My Tasks

My Tasks

Monitored Tasks

Process Control Ref	Process Flow	Control References
GGT-01A.1	My Tasks: <ul style="list-style-type: none"> Dashboard under this segment will primarily show tasks pending to be undertaken and some important analysis of tasks undertaken. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	User Role: Content Controller/ Content Manager/ Task Owner Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-01A.1.1	<u>Dashboard using FILTER & SEARCH options:</u> <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Documents Show Recently ADDED Documents (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Select Document Type > Category > Sub-Category Date Range: From Date: ____ To Date: ____ Authority Type > Authority Name Nature of Document Nature of Confidentiality <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' documents and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-01A.1.2	<u>Dashboard WIDGETS (As examples):</u> <p>Specific to Task Owner User Role</p> <ul style="list-style-type: none"> Dashboard showing 'No. of Documents added' in last ____ days (Default value – 30 days) Dashboard showing 'Acknowledgment Requested' document data Dashboard showing 'Documents Pending Reading' Dashboard showing 'Average Reading Time' with trend analysis vs doc type <p>Specific to Content Controller/ Content Manager User Role</p> <ul style="list-style-type: none"> Dashboard showing 'No. of Pending Drafts' 	

Process Control Ref	Process Flow	Control References
	<ul style="list-style-type: none">– Dashboard showing 'No. of Documents Published' in last ____ days (Default value – 30 days)– Dashboard showing 'No. of Documents with Review Frequency Period'. For example, Document Review Status for following categories: 1) Take Action Immediately, 2) Expired, 3) Expiring Soon, and 4) Not Due	

GGT-01A: Dashboard > Governance Documents > Monitored Tasks

My Tasks

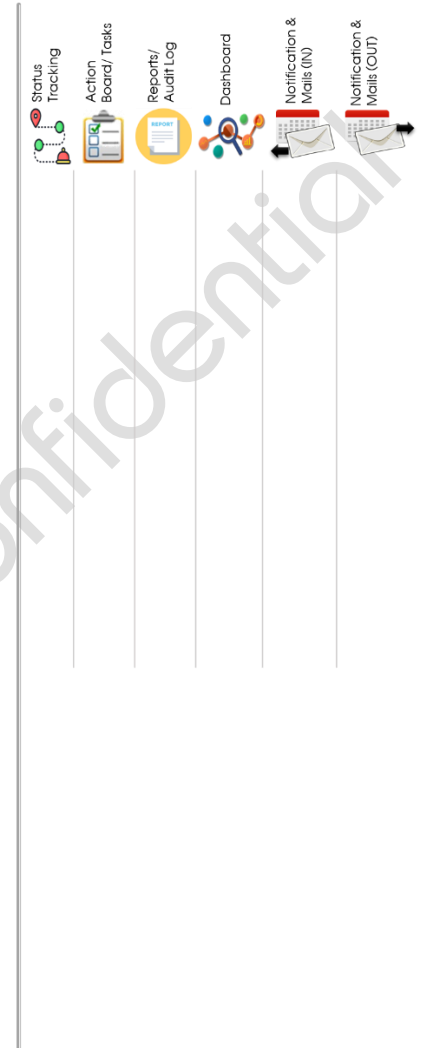
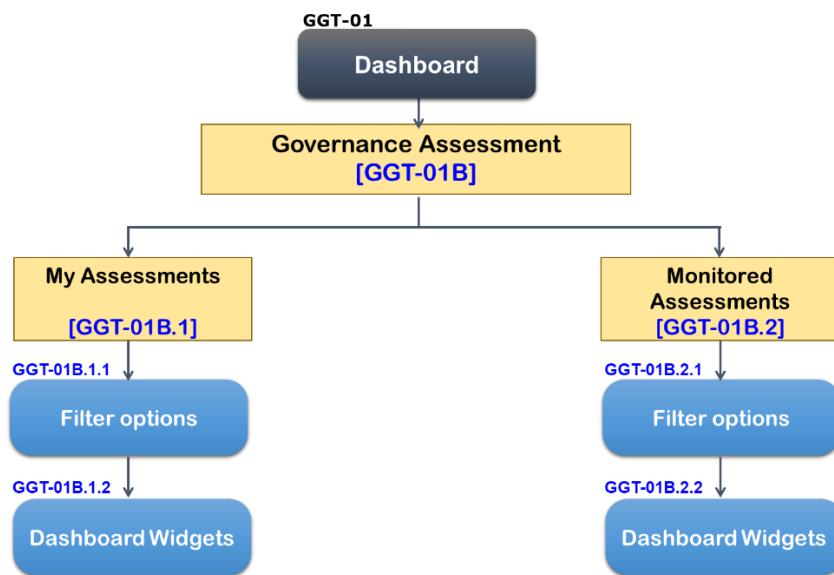
Monitored Tasks

Process Control Ref	Process Flow	Control References
GGT-01A.2	Monitored Tasks: <ul style="list-style-type: none"> Dashboard under this segment will primarily show tasks pending to be undertaken and some important analysis of tasks undertaken. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	User Role: Content Controller/ Content Manager Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-01A.2.1	<u>Dashboard using FILTER & SEARCH options:</u> <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Documents Show Recently ADDED Documents (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Select Document Type > Category > Sub-Category Date Range: From Date: ____ To Date: ____ Authority Type > Authority Name Nature of Document Nature of Confidentiality <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' documents and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-01A.2.2	<u>Dashboard WIDGETS (As examples):</u> <p>Specific to Content Controller/ Content Manager User Role</p> <ul style="list-style-type: none"> Dashboard showing 'Documents Pending Acknowledgement' Dashboard showing 'Documents Pending Reading' (ageing analysis) Dashboard showing 'Average Reading Time' with trend analysis vs doc type Dashboard showing 'Complete Reading' vs 'Incomplete Reading' <p>Specific to Entity Owner/ Leadership Team/ Chief Risk Controller/ Risk Controller User Role</p> <ul style="list-style-type: none"> Dashboard showing 'No. of Pending Drafts' 	

Process Control Ref	Process Flow	Control References
	<ul style="list-style-type: none">– Dashboard showing 'No. of Documents Published' in last ____ days (Default value – 30 days)– Dashboard showing 'No. of Documents with Review Frequency Period'. For example, Document Review Status for following categories: 1) Take Action Immediately, 2) Expired, 3) Expiring Soon, and 4) Not Due– Dashboard showing 'Average Reading Time' with trend analysis vs doc type– Dashboard showing 'Complete Reading' vs 'Incomplete Reading'– Dashboard showing Reading Indicators (compared from indicative reading time) – 1) Too slow, 2) Can do better, 3) Well within time, 4) Too fast	

PFM-02

Process Flow Map – GOVERNANCE ASSESSMENT



GGT-01B: Dashboard > Governance Assessment > My Assessments



Process Control Ref	Process Flow	Control References
GGT-01B.1	My Assessments: <ul style="list-style-type: none"> Dashboard under this segment will primarily show assessments status and some important analysis of assessments undertaken. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Assessments (only applicable to Task Owner), and 2) Monitored Assessments (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	User Role: Task Owner Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-01B.1.1	Dashboard using FILTER & SEARCH options: <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Assessments Show Recently ADDED Assessments (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Name of Assessment – Free Text search Assessor Name & Type – Free Text search or type and search Select: Assessment Type > Sub-Type Select: Competency Skill Level Assessment Request Date Range: From Date: ____ To Date: ____ Assessment Due Date Range: From Date: ____ To Date: ____ Assessment Completed Date Range: From Date: ____ To Date: ____ <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' assessments and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-01B.1.2	Dashboard WIDGETS (As examples): <p>Specific to Task Owner User Role</p> <ul style="list-style-type: none"> Dashboard showing 'No. of Internal Assessments Scheduled' in last ____ days (Default value – 30 days) Dashboard showing 'No. of External Assessments Scheduled' in last ____ days (Default value – 30 days) Dashboard showing 'No. of Self-Assessments Scheduled' in last ____ 	

Process Control Ref	Process Flow	Control References
	<p>days (Default value – 30 days)</p> <ul style="list-style-type: none">– Dashboard showing ‘No. of Assessments Pending Acknowledgment’– Dashboard showing ‘No. of Assessments Pending Completion’– Dashboard showing ‘No. of Incomplete Assessments’ in last __ days (Default value – 30 days)– Dashboard showing ‘No. of Expired Assessments’ in last __ days (Default value – 30 days)– Dashboard showing ‘Assessment Result Score’ for last 5 Assessments with performance trend	

GGT-01B: Dashboard > Governance Assessment > Monitored Assessments

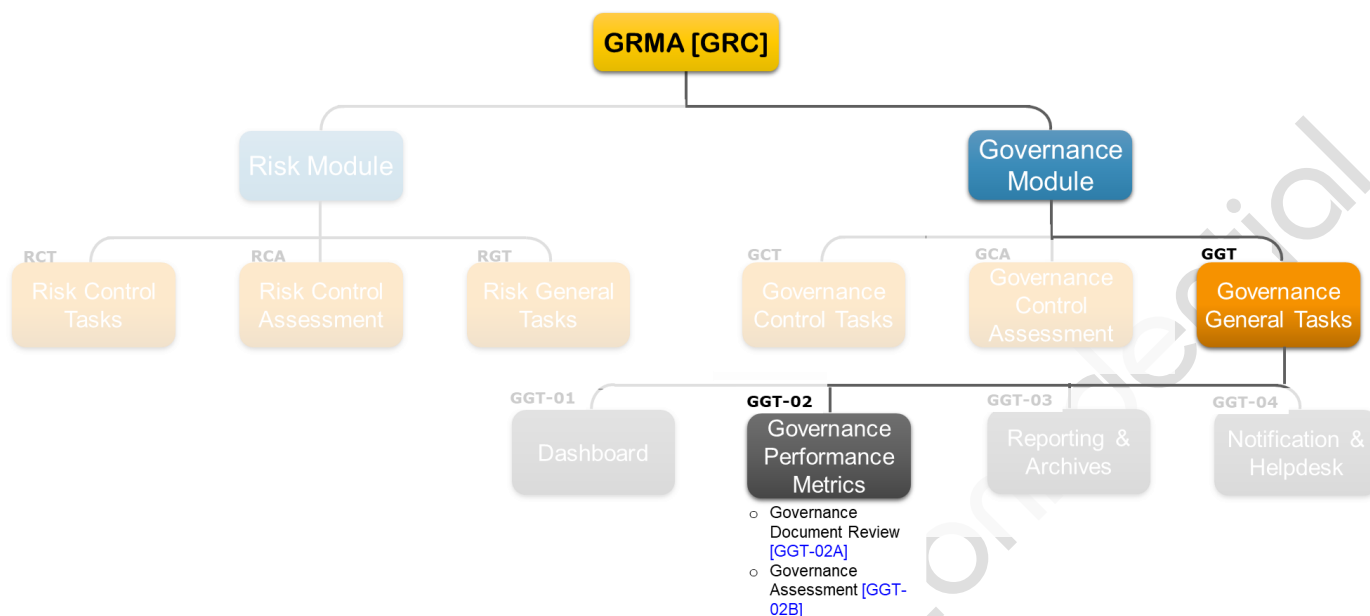


Process Control Ref	Process Flow	Control References
GGT-01B.2	Monitored Assessments: <ul style="list-style-type: none"> Dashboard under this segment will primarily show assessments status and some important analysis of assessments undertaken by Task Owners. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Assessments (only applicable to Task Owner), and 2) Monitored Assessments (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	User Role: All Users (except Task Owner) Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-01B.2.1	Dashboard using FILTER & SEARCH options: <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Assessments Show Recently ADDED Assessments (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Name of Assessment – Free Text search Assessor Name & Type – Free Text search or type and search Select: Assessment Type > Sub-Type Select: Competency Skill Level Assessment Request Date Range: From Date: ____ To Date: ____ Assessment Due Date Range: From Date: ____ To Date: ____ Assessment Completed Date Range: From Date: ____ To Date: ____ <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' assessments and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-01B.2.2	Dashboard WIDGETS (As examples): <p>Specific to All User Roles (except Task Owner User Role)</p> <ul style="list-style-type: none"> Dashboard showing 'No. of Internal Assessments Scheduled' in last ____ days (Default value – 30 days) Dashboard showing 'No. of External Assessments Scheduled' in last ____ days (Default value – 30 days) 	

Process Control Ref	Process Flow	Control References
	<ul style="list-style-type: none">– Dashboard showing 'No. of Self-Assessments Scheduled' in last __ days (Default value – 30 days)– Dashboard showing 'No. of Assessments Pending Acknowledgment'– Dashboard showing 'No. of Assessments Pending Completion'– Dashboard showing 'No. of Incomplete Assessments' in last __ days (Default value – 30 days)– Dashboard showing 'No. of Expired Assessments' in last __ days (Default value – 30 days)– Dashboard showing 'Assessment Result Score Analysis' for Top 10 scorers and Worst 10 scorers with trend analysis of last 5 Assessments (shift in ranking positions)	

TFM-02

Task Flow Map – GOVERNANCE PERFORMANCE METRICS



GGT-02: Governance Performance Metrics

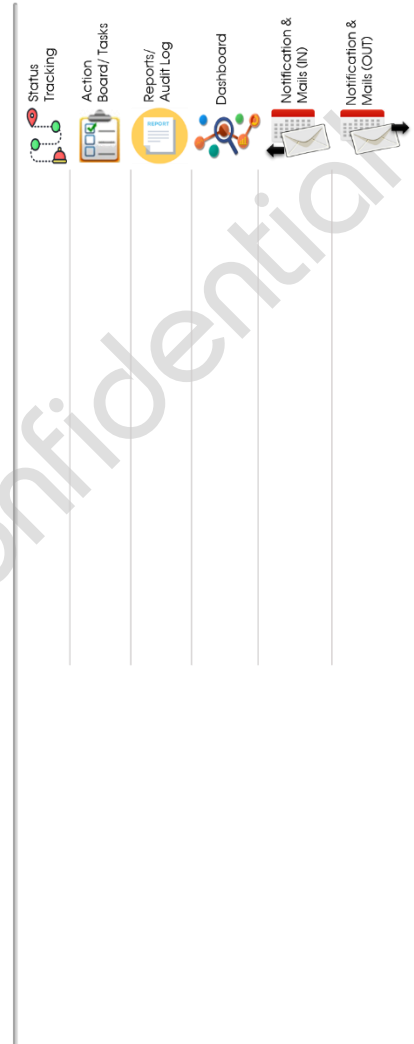
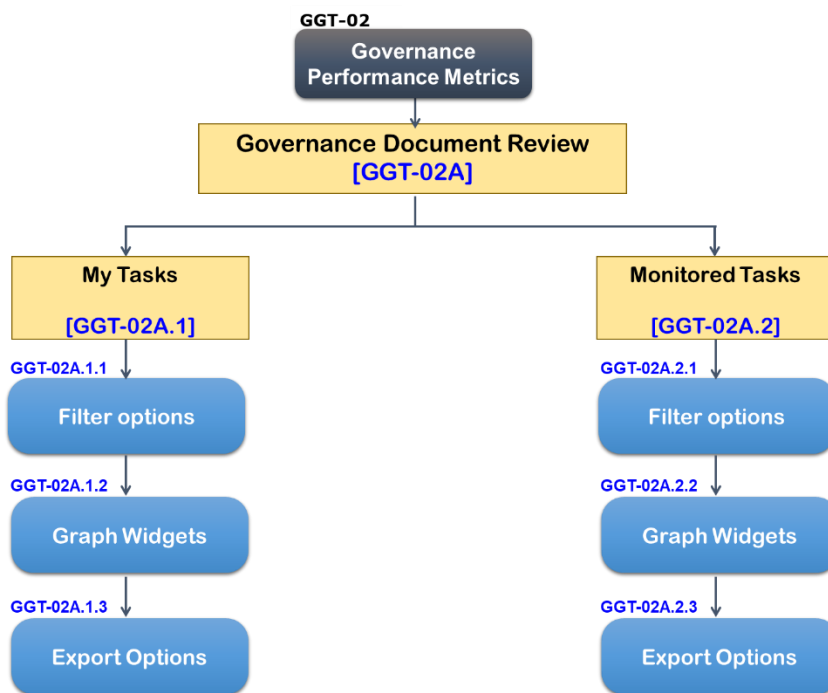
Governance Document Review

Governance Assessment Review

Task Control Ref	Major/ Sub Tasks	Task Dependencies
2.1.	Governance Document: <ul style="list-style-type: none"> – The Performance Metrics will show summations / review of all governance documents with their status. – The purpose of review is to know the status of user accessibility and readability. – Both Dashboard and Performance Metric will have combination of filter and search criteria that will consolidate data as desired. – All representations can be exported to file types like, PDF, image formats 	
2.2.	Governance Assessment: <ul style="list-style-type: none"> – The Performance Metrics will show summations of all assessments to be attempted, overall score analysis based on proficiency levels, key performance areas, governance heat map for respective competency indicators, benchmark analysis, trend analysis based on various parameters. – Both Dashboard and Performance Metric will have combination of filter and search criteria that will consolidate data as desired. – All representations can be exported to file types like, PDF, image formats 	

PFM-03

Process Flow Map – GOVERNANCE DOCUMENT REVIEW



GGT-02A: Governance Document Review > My Tasks



My Tasks

Monitored Tasks

Process Control Ref	Process Flow	Control References
GGT-02A.1	<ul style="list-style-type: none"> Dashboard under this segment will primarily show tasks pending to be undertaken and some important analysis of tasks undertaken. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	<p>User Role: Content Controller/ Content Manager/ Task Owner</p> <p>Status Tracking: NA</p> <p>Action Task Board: NA</p> <p>Report/ Audit Log: NA</p> <p>Dashboard Status: NA</p> <p>Notification & Alerts (IN): NA</p> <p>Notification & Alerts (OUT): NA</p>
GGT-02A.1.1	<p><u>Dashboard using FILTER & SEARCH options:</u></p> <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Documents Show Recently ADDED Documents (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Select Document Type > Category > Sub-Category Date Range: From Date: ____ To Date: ____ Authority Type > Authority Name Nature of Document Nature of Confidentiality <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' documents and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-02A.1.2	<p><u>Dashboard WIDGETS (As examples):</u></p> <ul style="list-style-type: none"> Dashboard showing 'No. of Documents added' in last ____ days (Default value – 30 days) Dashboard showing comparison between 'Acknowledgment Requested' and document where 'No Acknowledgement Requested' Dashboard showing comparison between 'No. of Read/ Reviewed Documents' and document where 'No. of Unread/ Non-reviewed Documents' with overall % performance Time taken for review of documents with Review Frequency Period 'within time', 'overdue', or 'later' with overall % performance 	

GGT-02A: Governance Document Review > Monitored Tasks

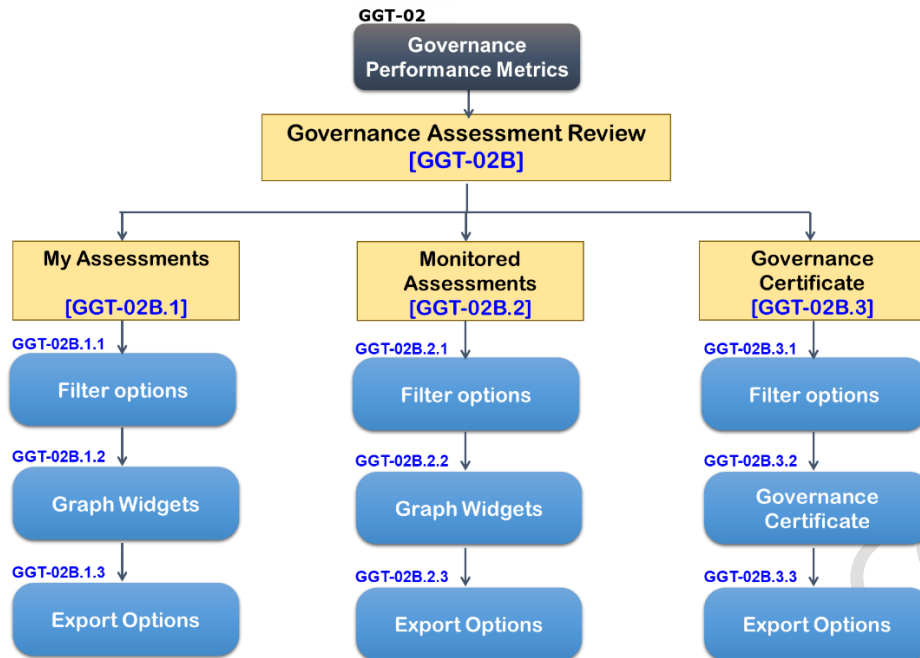
My Tasks

Monitored Tasks

Process Control Ref	Process Flow	Control References
GGT-02A.2	<ul style="list-style-type: none"> Dashboard under this segment will primarily show tasks pending to be undertaken and some important analysis of tasks undertaken. The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. The Dashboard will be divided into two sub tabs, namely, 1) My Tasks, and 2) Monitored Tasks (not applicable to Task Owner). The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. All representations can be exported to file types like, PDF, image formats 	User Role: Entity Owner/ Leadership Team/ Chief Risk Controller/ Risk Controller User Role
GGT-02A.2.1	<p><u>Dashboard using FILTER & SEARCH options:</u></p> <ul style="list-style-type: none"> Filter options: <ul style="list-style-type: none"> Show ALL Documents Show Recently ADDED Documents (in chronological order – latest to earliest) Search Criteria: <ul style="list-style-type: none"> Select Entity > Unit Location Select Document Type > Category > Sub-Category Date Range: From Date: ____ To Date: ____ Authority Type > Authority Name Nature of Document Nature of Confidentiality <i>More criteria can be added</i> Dashboard gets 'refreshed' based on search criteria (only 'Active' documents and 'latest version' to be used for dashboard) All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	Status Tracking: NA
GGT-02A.2.2	<p><u>Dashboard WIDGETS (As examples):</u></p> <ul style="list-style-type: none"> Dashboard showing 'No. of Documents added' in last ____ days (Default value – 30 days) Dashboard showing comparison between 'Acknowledgment Requested' and document where 'No Acknowledgement Requested' Dashboard showing comparison between 'No. of Read/ Reviewed Documents' and document where 'No. of Unread/ Non-reviewed Documents' with overall % performance Time taken for review of documents with Review Frequency Period 'within time', 'overdue', or 'later' with overall % performance 	Action Task Board: NA
		Report/ Audit Log: NA
		Dashboard Status: NA
		Notification & Alerts (IN): NA
		Notification & Alerts (OUT): NA

PFM-04

Process Flow Map – GOVERNANCE ASSESSMENT REVIEW



GGT-02B: Governance Performance Metrics > My Assessments



Monitored Assessments

Governance Certificate

Process Control Ref	Process Flow	Control References
GGT-02B.1	My Assessments: <ul style="list-style-type: none"> – Dashboard under this segment will primarily show assessments status and some important analysis of assessments undertaken. – The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. – The Dashboard will be divided into two sub tabs, namely, 1) My Assessments (only applicable to Task Owner), and 2) Monitored Assessments (not applicable to Task Owner). – The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). – The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. – All representations can be exported to file types like, PDF, image formats 	User Role: Task Owner Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-02B.1.1	Dashboard using FILTER & SEARCH options: <ul style="list-style-type: none"> – Filter options: <ul style="list-style-type: none"> – Show ALL Assessments – Show Recently ADDED Assessments (in chronological order – latest to earliest) – Search Criteria: <ul style="list-style-type: none"> – Select Entity > Unit Location – Name of Assessment – Free Text search – Assessor Name & Type – Free Text search or type and search – Select: Assessment Type > Sub-Type – Select: Competency Skill Level – Assessment Request Date Range: From Date: ____ To Date: ____ – Assessment Due Date Range: From Date: ____ To Date: ____ – Assessment Completed Date Range: From Date: ____ To Date: ____ – <i>More criteria can be added</i> – Dashboard gets 'refreshed' based on search criteria (only 'Active' assessments and 'latest version' to be used for dashboard) – All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-02B.1.2	Dashboard WIDGETS (As examples): <p>Specific to Task Owner User Role</p> <ul style="list-style-type: none"> – Dashboard showing 'No. of Internal Assessments Scheduled' in last ____ days (Default value – 30 days) – Dashboard showing 'No. of External Assessments Scheduled' in last ____ days (Default value – 30 days) – Dashboard showing 'No. of Self-Assessments Scheduled' in last ____ 	

Process Control Ref	Process Flow	Control References
	<p>days (Default value – 30 days)</p> <ul style="list-style-type: none">– Dashboard showing ‘No. of Assessments Pending Acknowledgment’– Dashboard showing ‘No. of Assessments Pending Completion’– Dashboard showing ‘No. of Incomplete Assessments’ in last __ days (Default value – 30 days)– Dashboard showing ‘No. of Expired Assessments’ in last __ days (Default value – 30 days)– Dashboard showing ‘Assessment Result Score’ for last 5 Assessments with performance trend	

GGT-02B: Governance Performance Metrics > Monitored Assessments

My Assessments

Monitored Assessments

Governance Certificate

Process Control Ref	Process Flow	Control References
GGT-02B.2	Monitored Assessments: <ul style="list-style-type: none"> – Dashboard under this segment will primarily show assessments status and some important analysis of assessments undertaken by Task Owners. – The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. – The Dashboard will be divided into two sub tabs, namely, 1) My Assessments (only applicable to Task Owner), and 2) Monitored Assessments (not applicable to Task Owner). – The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). – The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. – All representations can be exported to file types like, PDF, image formats 	User Role: All Users (except Task Owner) Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-02B.2.1	Dashboard using FILTER & SEARCH options: <ul style="list-style-type: none"> – Filter options: <ul style="list-style-type: none"> – Show ALL Assessments – Show Recently ADDED Assessments (in chronological order – latest to earliest) – Search Criteria: <ul style="list-style-type: none"> – Select Entity > Unit Location – Name of Assessment – Free Text search – Assessor Name & Type – Free Text search or type and search – Select: Assessment Type > Sub-Type – Select: Competency Skill Level – Assessment Request Date Range: From Date: ____ To Date: ____ – Assessment Due Date Range: From Date: ____ To Date: ____ – Assessment Completed Date Range: From Date: ____ To Date: ____ – <i>More criteria can be added</i> – Dashboard gets 'refreshed' based on search criteria (only 'Active' assessments and 'latest version' to be used for dashboard) – All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-02B.2.2	Dashboard WIDGETS (As examples): <p>Specific to All User Roles (except Task Owner User Role)</p> <ul style="list-style-type: none"> – Dashboard showing 'No. of Internal Assessments Scheduled' in last ____ days (Default value – 30 days) – Dashboard showing 'No. of External Assessments Scheduled' in last ____ days (Default value – 30 days) 	

Process Control Ref	Process Flow	Control References
	<ul style="list-style-type: none">– Dashboard showing 'No. of Self-Assessments Scheduled' in last __ days (Default value – 30 days)– Dashboard showing 'No. of Assessments Pending Acknowledgment'– Dashboard showing 'No. of Assessments Pending Completion'– Dashboard showing 'No. of Incomplete Assessments' in last __ days (Default value – 30 days)– Dashboard showing 'No. of Expired Assessments' in last __ days (Default value – 30 days)– Dashboard showing 'Assessment Result Score Analysis' for Top 10 scorers and Worst 10 scorers with trend analysis of last 5 Assessments (shift in ranking positions)	

GGT-02B: Governance Performance Metrics > Governance Certificate

My Assessments

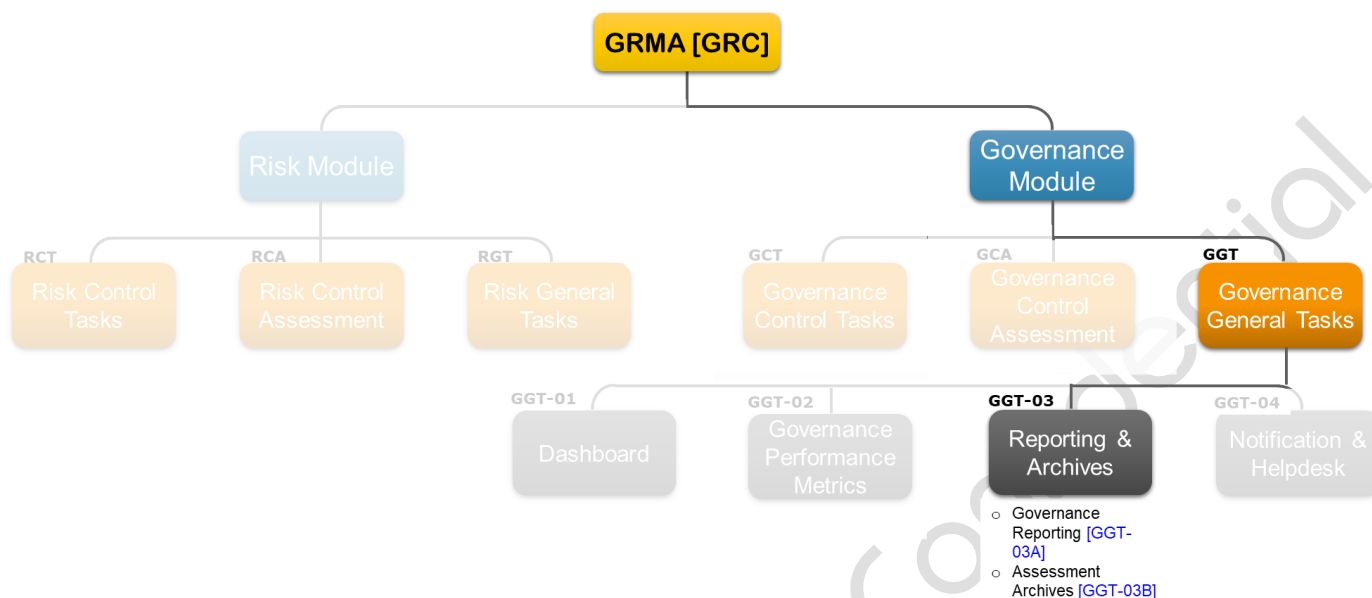
Monitored
AssessmentsGovernance
Certificate

Process Control Ref	Process Flow	Control References
GGT-02B.3	Governance Certificate: <ul style="list-style-type: none"> – Dashboard under this segment will primarily show assessments status and some important analysis of assessments undertaken by Task Owners. – The data under Dashboard may be represented for latest period only, unless filter options are used to represent for longer period. – The Dashboard will be divided into two sub tabs, namely, 1) My Assessments (only applicable to Task Owner), and 2) Monitored Assessments (not applicable to Task Owner). – The Dashboard will contain one default graph and additional graphs can be added through customizable widgets (pre-defined by Administrator). – The data presented under Dashboard will be different for every User role selected. For example, what a Task Owner will be able to view cannot be viewed by Content Controller or Risk Assessor (even if the User is same). This is because every User role has a distinct function hence information needs to be controlled accordingly. – All representations can be exported to file types like, PDF, image formats 	User Role: All Users (except Task Owner) Status Tracking: NA Action Task Board: NA Report/ Audit Log: NA Dashboard Status: NA Notification & Alerts (IN): NA Notification & Alerts (OUT): NA
GGT-02B.2.1	Dashboard using FILTER & SEARCH options: <ul style="list-style-type: none"> – Filter options: <ul style="list-style-type: none"> – Show ALL Assessments – Show Recently ADDED Assessments (in chronological order – latest to earliest) – Search Criteria: <ul style="list-style-type: none"> – Select Entity > Unit Location – Name of Assessment – Free Text search – Assessor Name & Type – Free Text search or type and search – Select: Assessment Type > Sub-Type – Select: Competency Skill Level – Assessment Request Date Range: From Date: ____ To Date: ____ – Assessment Due Date Range: From Date: ____ To Date: ____ – Assessment Completed Date Range: From Date: ____ To Date: ____ – <i>More criteria can be added</i> – Dashboard gets 'refreshed' based on search criteria (only 'Active' assessments and 'latest version' to be used for dashboard) – All Dashboards to be data interactive where User can drill down to bottom most data set and play around with graph represented. 	
GGT-02B.2.2	Dashboard WIDGETS (As examples): <p>Specific to All User Roles (except Task Owner User Role)</p> <ul style="list-style-type: none"> – Dashboard showing 'No. of Internal Assessments Scheduled' in last ____ days (Default value – 30 days) – Dashboard showing 'No. of External Assessments Scheduled' in last ____ days (Default value – 30 days) 	

Process Control Ref	Process Flow	Control References
	<ul style="list-style-type: none">- Dashboard showing 'No. of Self-Assessments Scheduled' in last __ days (Default value – 30 days)- Dashboard showing 'No. of Assessments Pending Acknowledgment'- Dashboard showing 'No. of Assessments Pending Completion'- Dashboard showing 'No. of Incomplete Assessments' in last __ days (Default value – 30 days)- Dashboard showing 'No. of Expired Assessments' in last __ days (Default value – 30 days)- Dashboard showing 'Assessment Result Score Analysis' for Top 10 scorers and Worst 10 scorers with trend analysis of last 5 Assessments (shift in ranking positions)	

Internal Document – Confidential

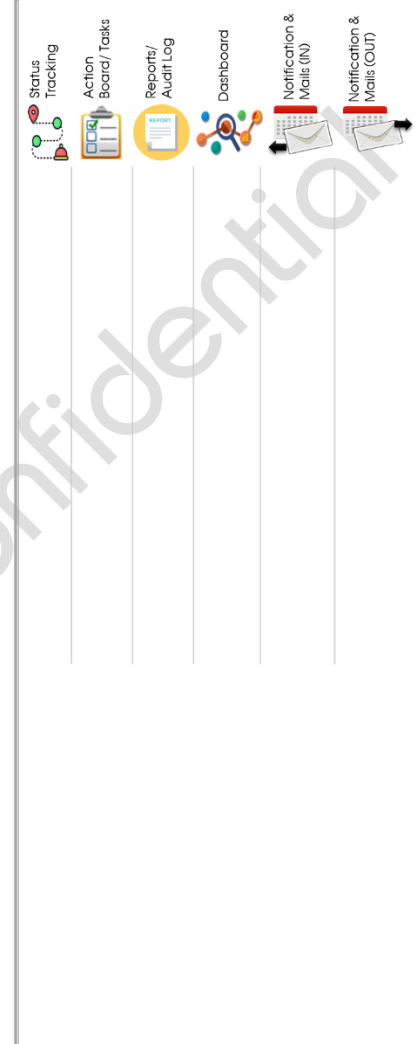
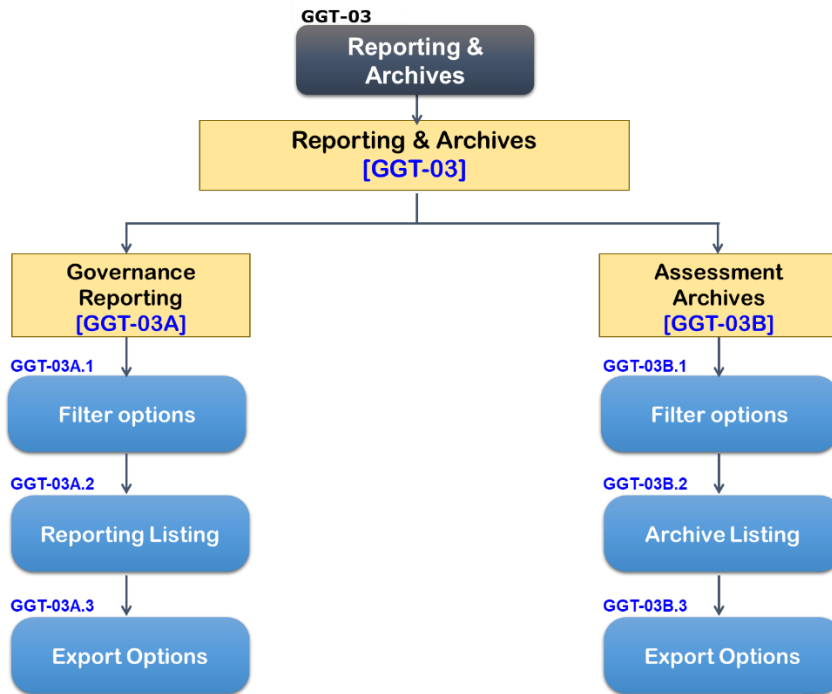
TFM-03

Task Flow Map – **REPORTING & ARCHIVES**

Internal Document – Confidential

PFM-05

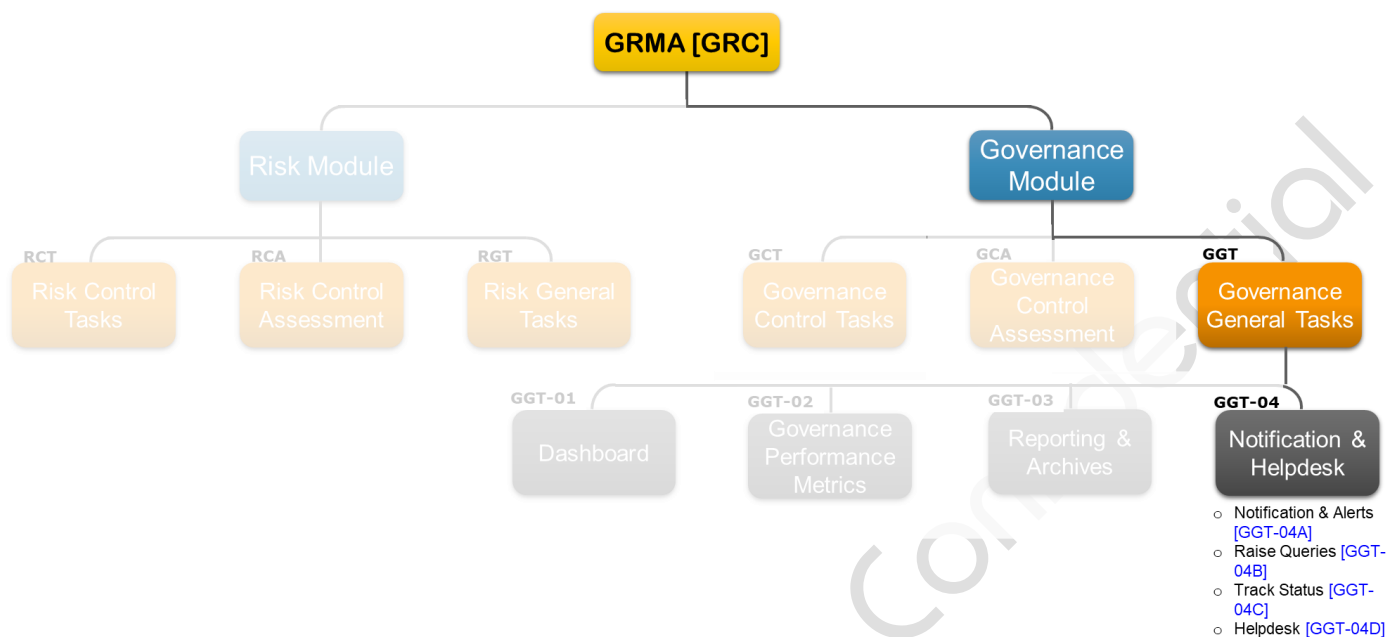
Process Flow Map – REPORTING & ARCHIVES



Internal Document – Confidential

TFM-04

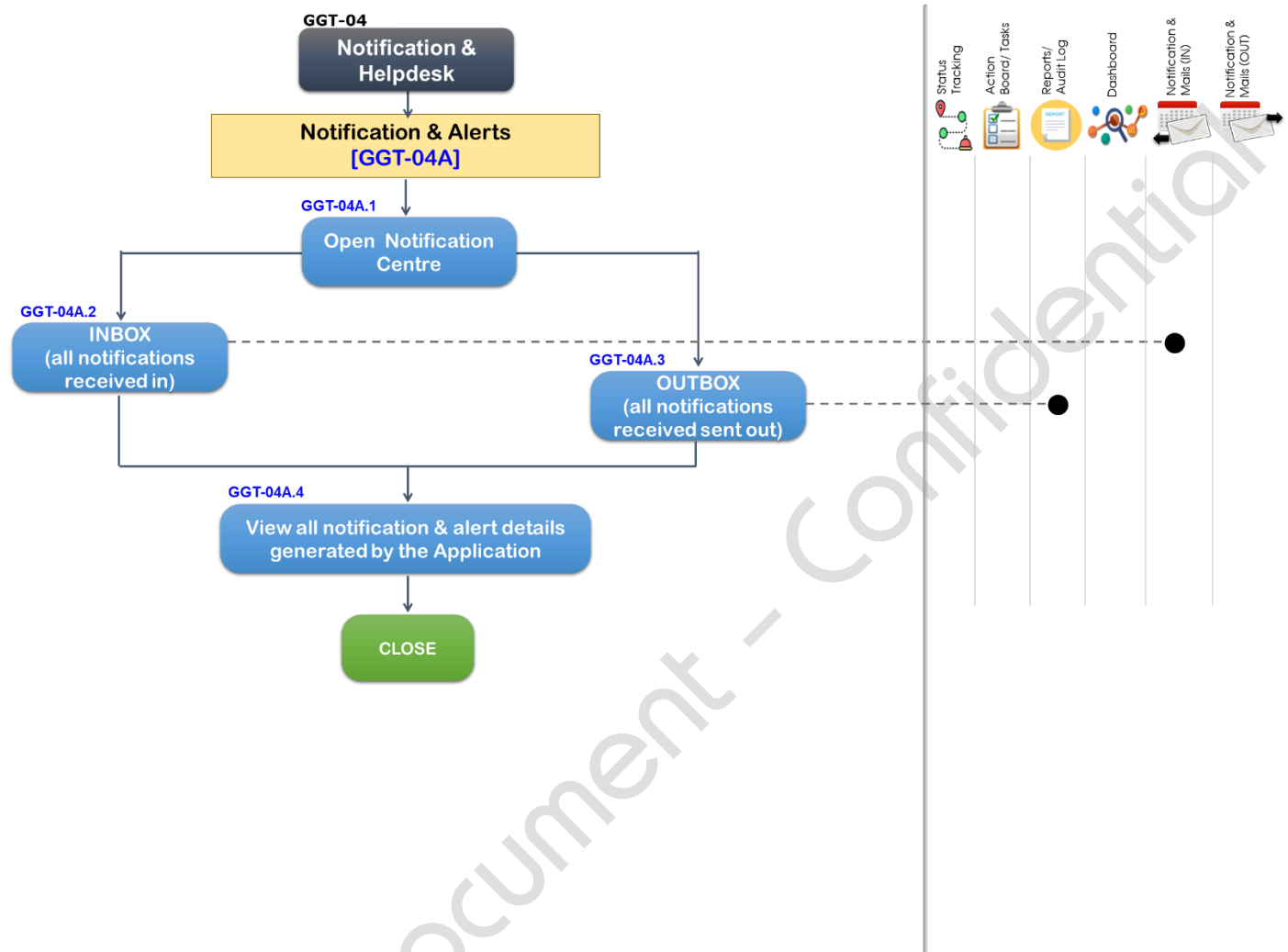
Task Flow Map – NOTIFICATION & HELPDESK



Internal Document – Confidential

PFM-06

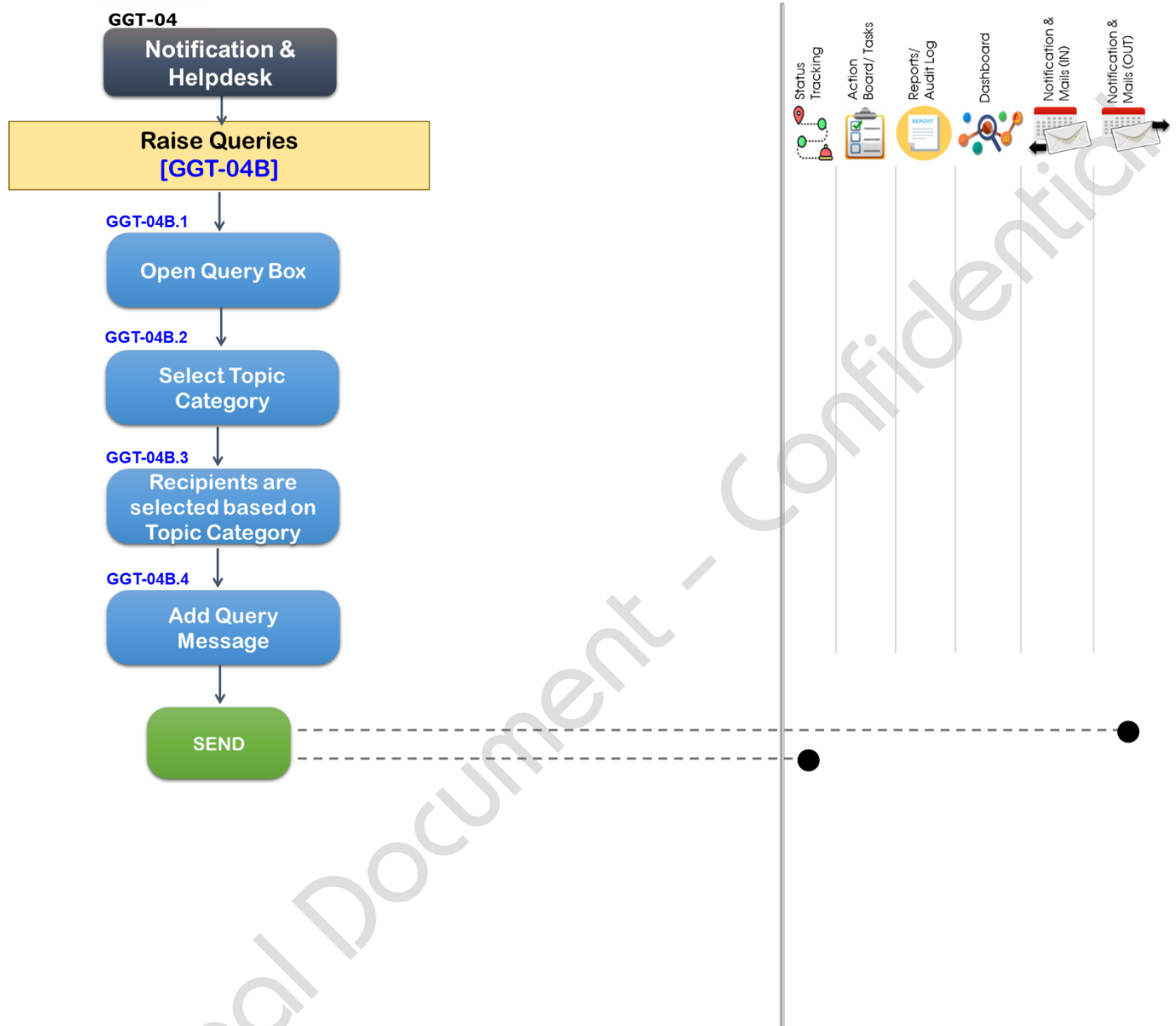
Process Flow Map – NOTIFICATION & ALERTS



Internal Document – Confidential

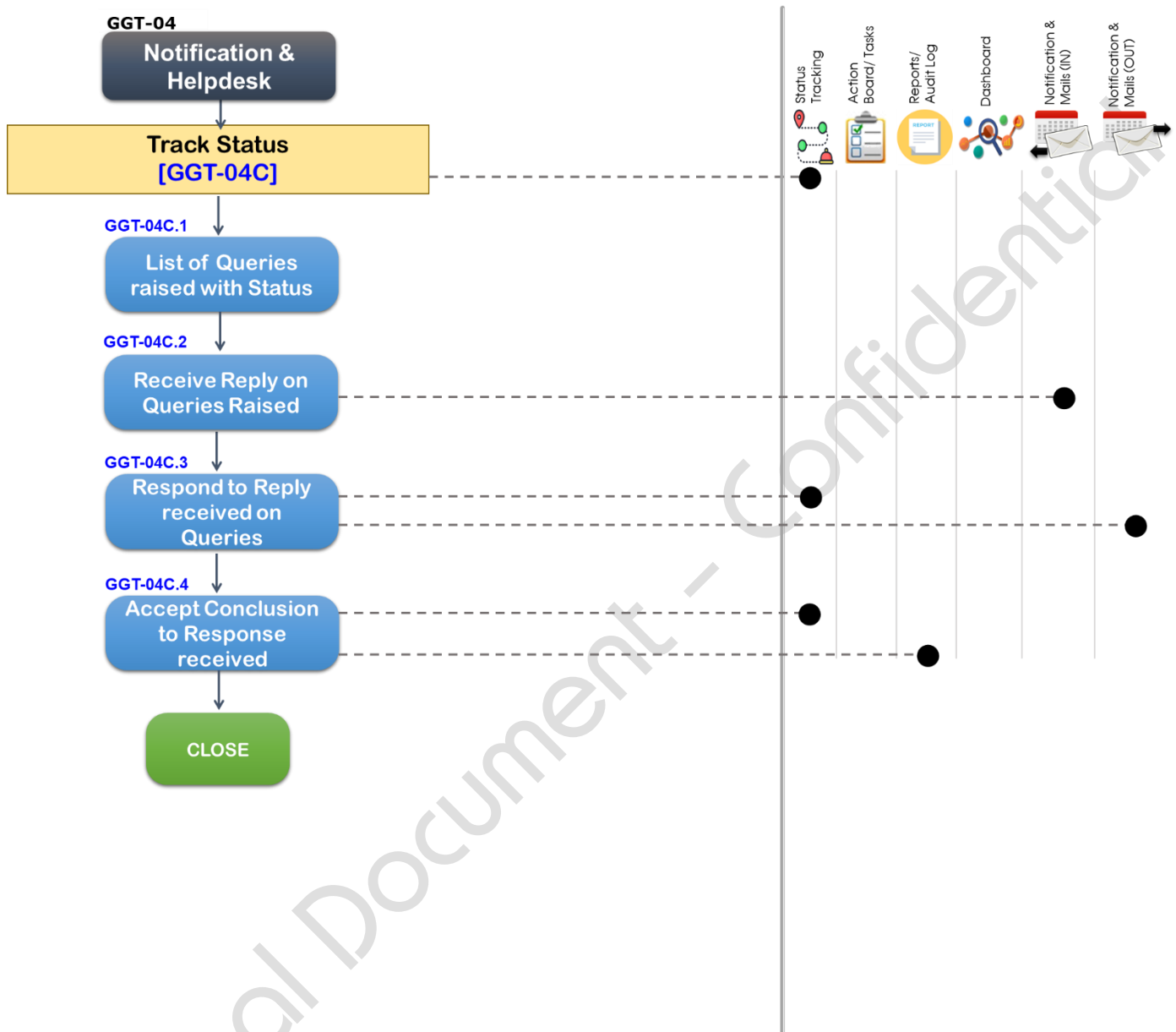
PFM-07

Process Flow Map – RAISE QUERIES



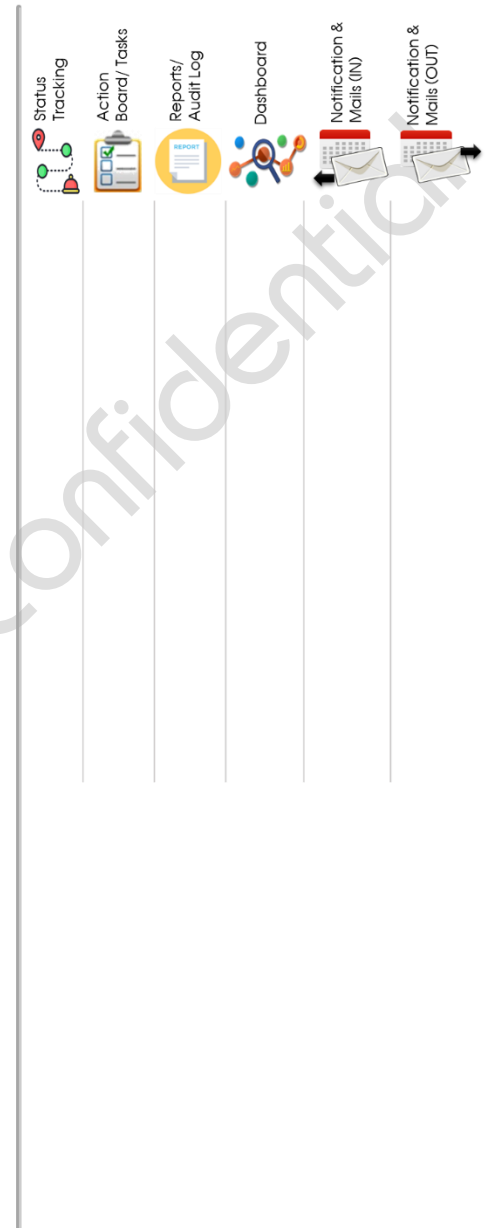
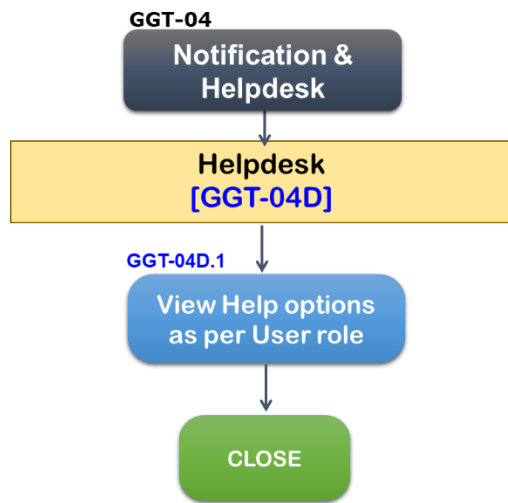
Internal Document – Confidential

PFM-08

Process Flow Map – **TRACK STATUS**

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PFM-09

Process Flow Map – **HELPDESK**

----- **END OF DOCUMENT** -----

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