

# **Risk Matrix**

## **(User Manual)**



**By**  
**CHRONODAT, LLC**

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## **Introduction**

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

## **Scope & Objective**

The Chronodat Risk Matrix 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 Matrix 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 Matrix 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.

## 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-2018-"
- 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 Matrix Add-in

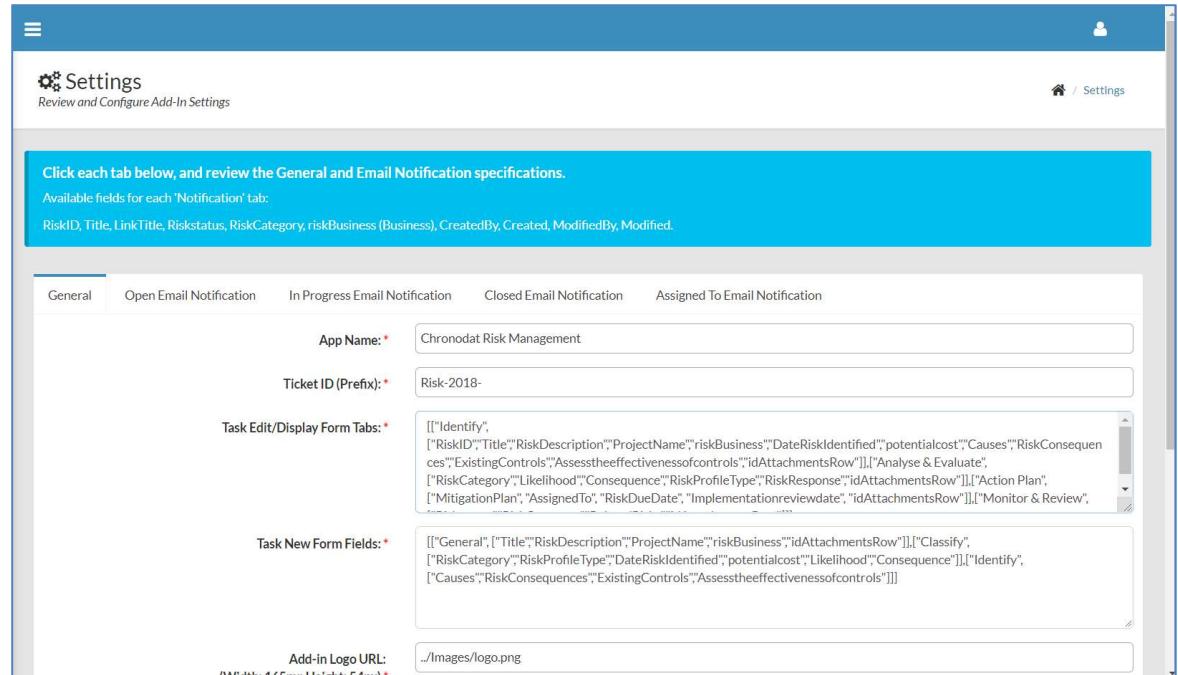
1. Click Chronodat Risk Management.



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

A screenshot of a web-based application. At the top, it says 'Welcome to Chronodat Risk Management!' with an information icon. Below that, a small note says 'Click Add-In Settings button to review and update add-in settings'. In the top right corner, there's a home icon and the word 'Home'. The main content area contains several paragraphs of text explaining the add-in's features, such as its integration with Office 365 SharePoint Online or On-Premise, its primary objective of creating and tracking risks, and its use of dashboards for quick metrics &amp; reporting. It also mentions the 'ADD-IN SETTINGS' button. At the bottom, there's a note about compatibility with IE10 and later, links to a user manual and a demo video, and a 'USER MANUAL' button.

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).
  - 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**.
  - o Again, you can turn it off by clicking **Disable**.
  - o Configure the subject line in this field. Remember you can use the available fields in the blue bar above.
  - o Configure the body of the email in this field.
6. The rest of the tabs function the same way.
  - o This tab is for the email sent when the Risk has been **On Hold**.
  - o This tab is for the email sent when the Risk has been **Closed**.
  - o 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**.
  - o **New Item** > Enter new Category, then click **Save**.

The screenshot shows a SharePoint list titled "Risk Categories". At the top, there is a button labeled "Add New/Edit Category". Below it, a blue button says "+ new item or edit this list". To the right of the list, there is a search bar with the placeholder "Find an item" and a magnifying glass icon. Under the list, there is a section titled "Edit Title" with three items: "Business", "Financial", and "Operational", each accompanied by a pencil icon and three vertical dots.

- To make changes, click the ellipses beside an item

10. Update **Risk Response** list items.

The screenshot shows a SharePoint list titled "Risk Response". At the top, there is a button labeled "Add New/Edit Risk Response". Below it, a blue button says "+ new item or edit this list". To the right of the list, there is a search bar with the placeholder "Find an item" and a magnifying glass icon. Under the list, there is a section titled "Edit Title" with five items: "Acceptance", "Avoidance", "Contingency", "Mitigation", and "Transfer", each accompanied by a pencil icon and three vertical dots.

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

The screenshot shows a SharePoint list titled "Risk Consequences". The title bar includes the text "Manage Risk Consequence Rating. Do not update Consequence values. Update only Rating values". Below the title, there is a checkbox labeled "Add New/Edit Consequences" and a link "+ new item or edit this list". A "Current View" dropdown and a search bar "Find an item" are also present. The main content area displays a table with columns "Edit", "Title", and "Rating". The data rows are:

| Edit | Title           | Rating  |
|------|-----------------|---------|
|      | Insignificant * | ... 1   |
|      | Minor *         | ... 3   |
|      | Moderate *      | ... 10  |
|      | Major *         | ... 30  |
|      | Extreme *       | ... 100 |

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

The screenshot shows a SharePoint list titled "Risk Likelihood". The title bar includes the text "Manage Risk Likelihood Rating. Do not update Likelihood values. Update only Rating values". Below the title, there is a checkbox labeled "Add New/Edit Likelihood" and a link "+ new item or edit this list". A "Current View" dropdown and a search bar "Find an item" are also present. The main content area displays a table with columns "Edit", "Title", and "Rating". The data rows are:

| Edit | Title            | Rating    |
|------|------------------|-----------|
|      | Improbable *     | ... 0.001 |
|      | Rare *           | ... 1     |
|      | Unlikely *       | ... 0.03  |
|      | Possible *       | ... 0.1   |
|      | Likely *         | ... 0.3   |
|      | Almost Certain * | ... 0.97  |

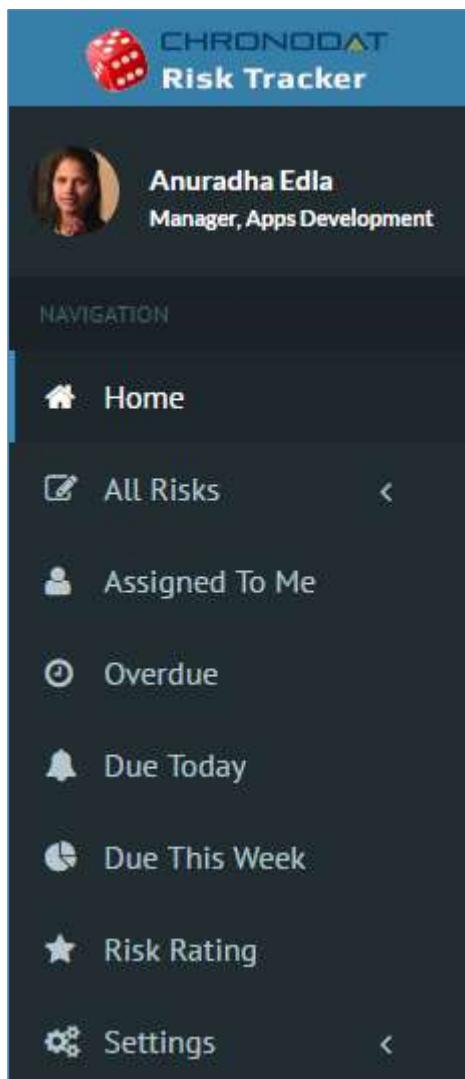
13. Update **Risk Profile** list items.

The screenshot shows a SharePoint list titled "Risk Profile Types". The title bar includes the list name and a "Manage Risk Profile Types" link. Below the title is a button labeled "Add New/Edit Risk Profile Types". A prominent blue button at the top center says "+ new item or edit this list". To its left is a "Current View" link and three dots. To its right is a search bar with the placeholder "Find an item" and a magnifying glass icon. Below these controls is a section titled "Edit Title" with a checkmark. Underneath are two list items: "Opportunity" and "Threat", each with a small edit icon and three dots to its right. The entire interface is framed by a blue border.

# Navigation

## General Navigation

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

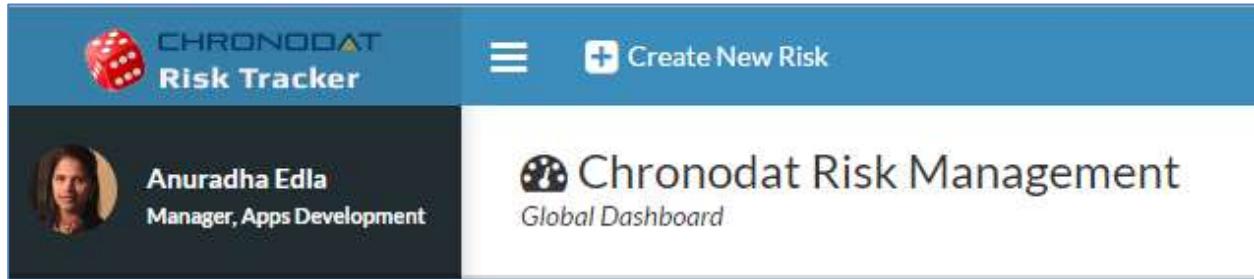


## Navigating to the Dashboard

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.

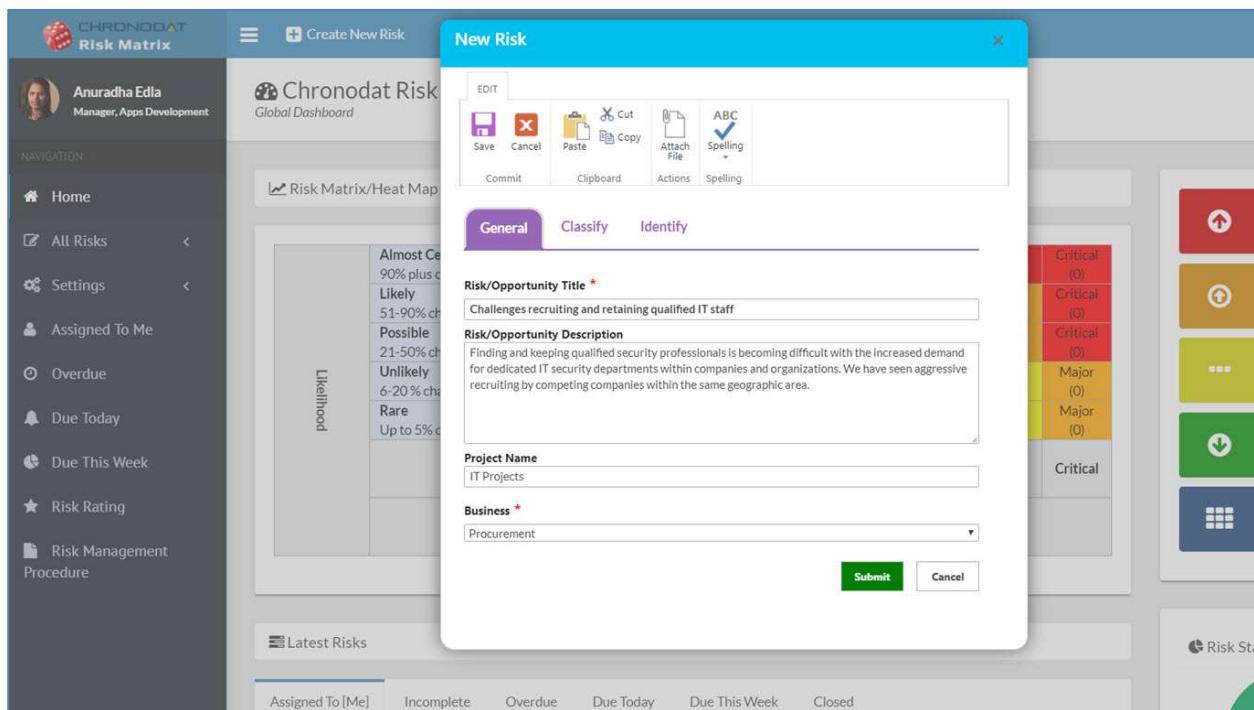
## Hiding the Left Navigation

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 “View” button in views to view Risk item:

| Latest Risks |              |                                  |                   |             |                                   |  |
|--------------|--------------|----------------------------------|-------------------|-------------|-----------------------------------|--|
| Actions      | Risk ID      | Title                            | Impact            | Risk Status | Due Date                          | Modified                               |
|              | Risk-2017-12 | Site collection/250,000 per farm | <span>Info</span> | Open        | 1/11/2017<br><span>Overdue</span> | <span>Overdue</span> A few seconds ago |

CHRONODAT Risk Matrix

Anuradha Edla Manager, Apps Development

NAVIGATION

- Home
- All Risks
- Settings
- Assigned To Me
- Overdue
- Due Today
- Due This Week
- Risk Rating
- Risk Management Procedure

Chronodat Risk Global Dashboard

Risk Matrix/Heat Map

Likelihood

Risks - Data on user-owned mobile devices

Identify Analyse & Evaluate Action Plan Monitor & Review

|                              |  |
|------------------------------|--|
| Risk ID                      | Risk-2018-5  |
| Risk/Opportunity Title       | Data on user-owned mobile devices  |
| Project Name                 | IT Projects  |
| Business                     | Finance  |
| Risk/Opportunity Description | Employees increasingly want to use their own mobile devices such as tablets and smart phones to gain access to your systems through the Internet.  |
| Date Risk Identified         | 10/9/2018  |
| Potential Cost               | \$50,000.00  |
| Causes                       | The battle between company-owned devices and user-owned devices will continue.   |
| Consequences                 | Data breach.   |
| Existing Controls            | Employees should only be allowed to achieve access through usernames, passwords, and possibly two-factor authentication. If the mobile device is lost or stolen, your organizational data would remain sitting on your network and not the device, reducing the risk of lost or breached data. |

Assess the effectiveness of controls Good

Created at 10/5/2018 2:28 PM by Risk Matrix (Pro) on behalf of Veera K Last modified at 10/5/2018 2:48 PM by Risk Matrix (Pro) on behalf of Anuradha Edla

Close

Assigned To [Me] Incomplete Overdue Due Today Due This Week Closed

Risk Stat

## 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.

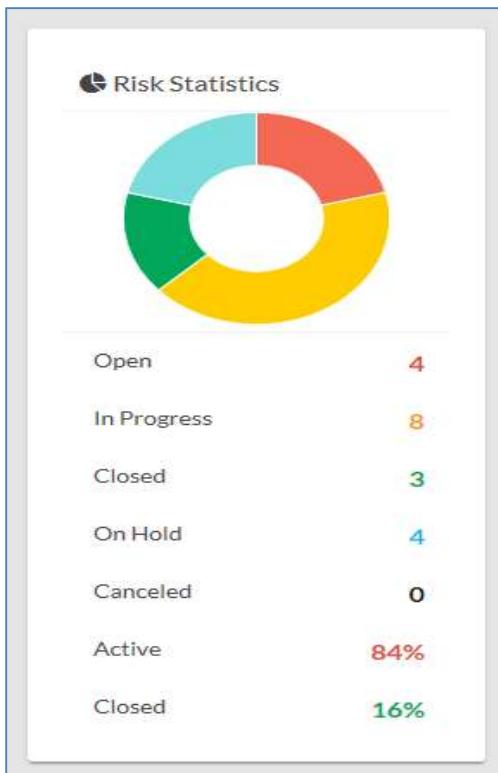
The screenshot shows the Chronodat Risk Management Global Dashboard. On the left is a dark sidebar with user info (Anuradha Edla, Manager, Apps Development) and navigation links: Home, All Risks, Settings, Assigned To Me, Overdue, Due Today, Due This Week, Risk Rating, and Risk Management Procedure. The main area has a title "Chronodat Risk Management Global Dashboard". Below it is a "Risk Matrix/Heat Map" section with a grid. The columns represent Impact (Consequences) and the rows represent Likelihood. A tooltip for a cell shows "Almost Certain and Major" with View/Edit, Risk ID (Risk-2018-3), and Title (Overreliance on security monitoring). To the right of the matrix is a summary box with risk counts: CRITICAL 1, MAJOR 0, MODERATE 3, LOW 0, and TOTAL ACTIVE 4. At the bottom are tabs for Latest Risks, Assigned To [Me], Incomplete, Overdue, Due Today, Due This Week, and Closed.

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.

| Latest Risks     |              |   |           |               |                        |                        |
|------------------|--------------|---|-----------|---------------|------------------------|------------------------|
| Assigned To [Me] | Incomplete   | Overdue   | Due Today | Due This Week | Closed                 |                        |
| Actions          | Risk ID      | Title   | Impact    | Risk Status   | Due Date               | Modified               |
|                  | Risk-2017-7  | List view threshold for auditors and administrators |           | In Progress   | 3/17/2017<br>Due Today | ⌚ 5 hours ago          |
|                  | Risk-2017-1  | List view threshold for auditors and administrators |           | Open          | 3/17/2017<br>Due Today | ⌚ 5 hours ago          |
|                  | Risk-2017-13 | List view threshold for auditors and administrators |           | In Progress   | 3/17/2017<br>Due Today | ⌚ Yesterday at 9:14 PM |

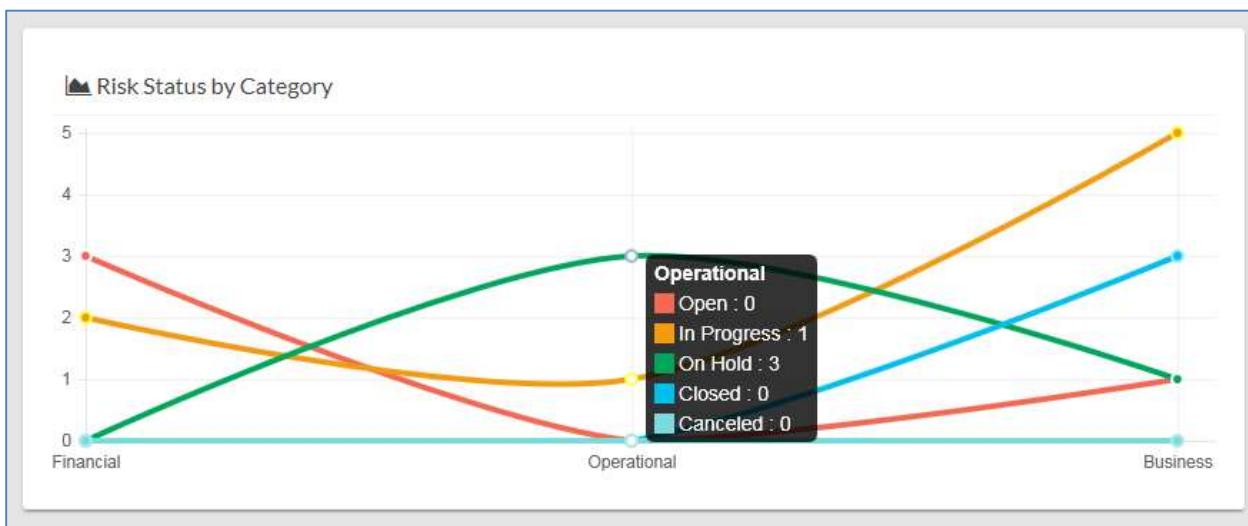
Notice the **pie chart** on the right, which gives you a visual of the **Active vs. Closed** Risks, and quickly lets you see that there are a lot more Risks that are **Active** than **Closed**.



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:

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

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 Matrix 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.