

# **PRC ENTERPRISE RISK REGISTER**

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## **QUICK START GUIDE**

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## Project Settings

### Scoring System (Project)

This page defines the Scoring Matrix for the Risks. When a project is first created the system applies a default setting. The default project settings can be changed by applying a portfolio template or manually adjusting it in the **Scoring System** page. Separate Scoring Systems are used for Threats and Opportunities which can be copied from each other.

Users with only **Read/Write** access can edit probability and tolerance levels, edit impacts, edit the risk matrix, add new impacts, and delete additional impacts. Users with **View Access** may view probability and tolerance levels, view impacts and view the risk matrix. Users with **NO Access** will not see this menu option.

#### **Option 1 - Import from Templates: (To copy over from a predefined Portfolio Scoring System)**

This button is not available, if any Threat / Opportunity is added to the project.

Steps:

1. *Project Settings* —> *Scoring System*
2. Click the **IMPORT FROM TEMPLATES** button.
3. Select a template and click **DONE** to assign the selected template or click **Cancel**.

#### **Option 2.1 - Copy from Threat Template:**

Use it to copy threat scoring from the project's opportunity scoring template. This button is not available, if any Opportunity is added to the project.

Steps:

1. *Project Settings* —> *Scoring System*
2. Click the **COPY FROM THREAT TEMPLATE** button.

#### **Option 2.2 - Copy from Opportunity Template:**

Use it to copy opportunity scoring template from the project's threat scoring template. This button is not available, if any Threat is added to the project.

Steps:

1. *Project Settings* —> *Scoring System*
2. Click the **COPY FROM OPPORTUNITY TEMPLATE** button.

## Customize the Template (To redefine the default / imported / copied Scoring System)

The **View Level Definitions** button in each section shows how the **Short Names** are defined for each of the sections

### Step 1. Define the Probability Scale.

Press the **EDIT** button in the *Probability* section. Choose the *No. of Groups* which will be the number of rows for the Matrix. Define the Probability range for the groupings and press **SAVE** button. Once the threats or opportunities are added to the project, then this option cannot be changed.

### Step 2. Define Tolerance Scale and Colors for the scores.

Press the **EDIT** button in the *Tolerance* section. Choose the *No. of Groups* which will be the number of colors for the Matrix. Using the ranging, define the range and colors for each column which will reflect in the Matrix table. Press the **SAVE** button.

### Step 3. Define Impacts.

The *Cost* and *Schedule* Impacts are prebuilt and cannot be deleted.

Press the **EDIT** button in the *Impacts* section. Choose the *No. of Groups* which will be the number of columns for the Matrix. *Cost* and *Schedule* Impacts have ranging definitions. Once the threats or opportunities are added to the project, then this option cannot be changed.

#### *Cost Type for Cost Impact:*

The **Cost Type** for cost has values **Percentage** and **Currency**.

If the assigned template for the project has value **Percentage** for the field **Cost Type**, then the cost values will be expressed in corresponding percentage of total cost of project. The formula for percentage calculation of each threshold value is:

[Percentage value \* Project cost]

If the assigned template for the project has value **Currency**, cost values remain unchanged.

#### *Duration Type for Schedule Impact:*

The **Duration Type** field for schedule has values for **Days, Weeks, Months, Year** and **Percentage**.

If the assigned template for the project has a value **Percentage** for **Duration Type**, then the **Schedule** values will be converted to corresponding percentage of Number of days between start date and end date of a project according to the **Default Duration** given in the project details.

The formula for percentage calculation of schedule of each threshold value is:

[Total Duration \* Percentage value]

Where, *Total Duration* is:

Total days = project end date – project start date

For **Days** type, total number of days itself.

For **Week** type, Total Duration = total days/7

For **Hours** type, Total Duration = total days \* 24.0

For **Month** type, Total Duration = total days /30

For **Year** type, Total Duration = total days /365

Choose the desired type and definitions and press the **SAVE** button.

### To Add Additional Impacts

#### Additional Impacts have discrete definitions

Click the **ADD** button to add a new impact. Edit the values and press the **SAVE** button.

### Step 4. Set the values in the Matrix.

Press the **EDIT** button in the *Matrix* section. Enter the numerical values for each cell corresponding to the Probability value (rows) and impacts (columns). The colors in the cell reflect the definitions in the Tolerance scale after changes are saved on pressing the **SAVE** button

PRC RISK®

🏠 Risk Register
⚙️ Project Settings
📁 Portfolio Management
👤 Administration

TPDS:Downstream
Scoring System
Field Settings
Custom Fields
Project Breakdown Structure

IMPORT FROM TEMPLATES

COPY FROM OPPORTUNITY TEMPLATE

⊙ Threats  Opportunities

⊙ Probability Scale
VIEW LEVEL DEFINITIONS
EDIT

Number of Groups : 4

SHORT NAME		LOWER THRESHOLD%		UPPER THRESHOLD%
VH	Above	70.00		
H	From	40.00	Upto	70.00
L	From	30.00	Upto	40.00
VL	Below	30.00		

⊙ Tolerance Scale
MULTIPLIER SETTINGS
VIEW LEVEL DEFINITIONS
EDIT

Number of Groups : 4

SHORT NAME		LOWER THRESHOLD		UPPER THRESHOLD	COLOR
VH	Above	40.00			
H	From	25.00	Upto	40.00	
L	From	10.00	Upto	25.00	
VL	Below	10.00			

⊙ Impacts
VIEW LEVEL DEFINITIONS
ADD
EDIT

Number of Groups : 4

Cost Cost Type : Currency

SHORT NAME		LOWER THRESHOLD		UPPER THRESHOLD
VH	Above	60.00		
H	From	40.00	Upto	60.00
L	From	30.00	Upto	40.00
VL	Below	30.00		

Schedule Duration Type : Days

SHORT NAME		LOWER THRESHOLD		UPPER THRESHOLD
VH	Above	60.00		
H	From	40.00	Upto	60.00
L	From	30.00	Upto	40.00
VL	Below	30.00		

⊙ Risk Matrix
EDIT

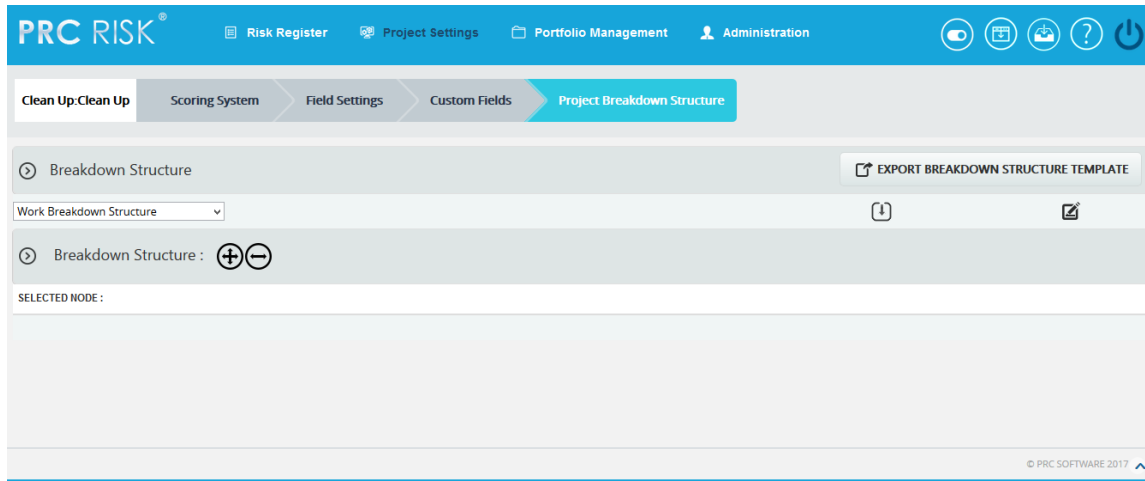
PROBABILITY AND IMPACT SCORING

Probability	Impacts			
	VL	L	H	VH
VH	10.00	20.00	30.00	40.00
H	8.00	16.00	24.00	32.00
L	6.00	12.00	18.00	24.00
VL	4.00	8.00	16.00	20.00

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## Project Breakdown Structure

The **Project Breakdown Structure** page defines Project Level Breakdown Structure such as **Work Breakdown Structure**, **Organizational Breakdown Structure**, and **Risk Breakdown Structure** for the current project. The user can import from files, or manually create a **Project Breakdown Structure**.



### Import

This functionality is used to **Import Breakdown Structures**. This is visible only if no node has been added to the breakdown structure.

Steps:

1. **Project Settings** —>**Project Breakdown Structure**
2. **Select** the corresponding breakdown structure from the **Breakdown Structure** dropdown.
3. Click the **Import** icon. A pop up shows up for file selection.
4. Click the **BROWSE** button. Select the required file (csv, xer, mpp, xls).
5. Click the **UPLOAD FILE** button to finish.

**Sample sheet for Excel and CSV files used for import:**

WBS code	Description	Outline Level
A	ABC123	1
B	ABC124	2
C	ABC125	2

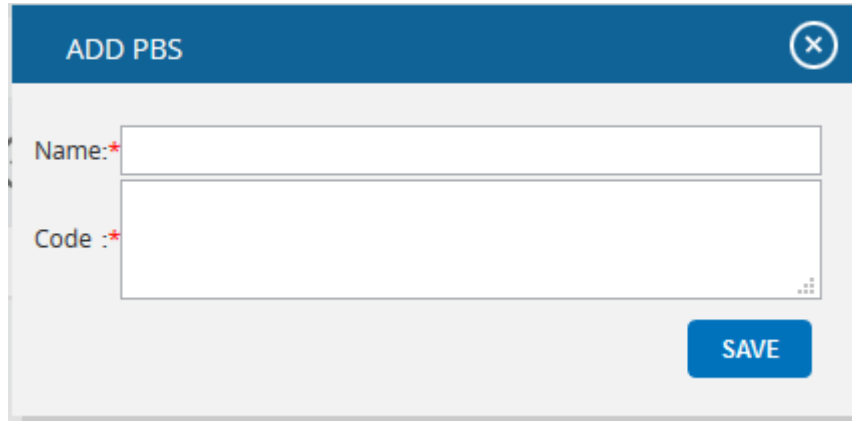
## Create

This is visible only if no node has been added to the breakdown structure. To **create** a breakdown structure, click the **Create** link. To add nodes, click the **Add Node** button (steps are described in detail in **Add Node** section).

## Add Node

Steps:

1. **Project Settings** —>**Project Breakdown Structure**
2. Click the **Edit** icon to edit the tree structure.
3. Click the **ADD NODE** button. A pop up appears.
4. Enter node name and code.
5. Click the **SAVE** button to save the details.



## Remove node

This functionality deletes a node.

Steps:

1. **Project Settings** —>**Project Breakdown Structure**
2. Click the **Edit** icon to edit the tree structure.
3. Select a node.

Click the **REMOVE NODE** button. The node is removed from the system.



## Rename node

This functionality is used to rename an existing node.

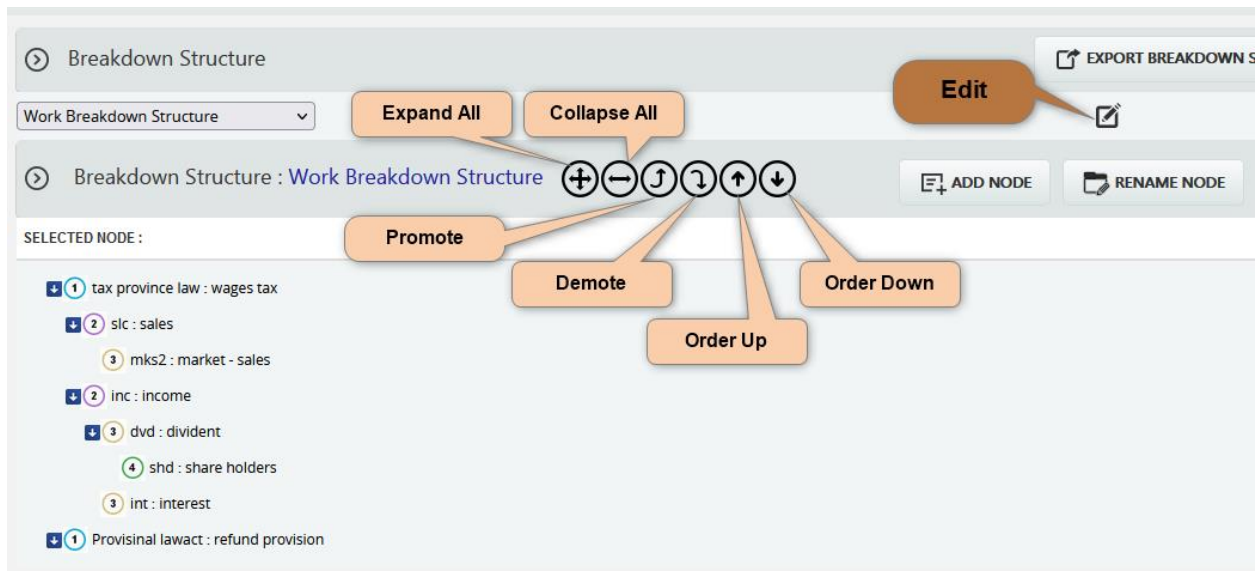
Steps:

1. **Project Settings** —>**Project Breakdown Structure**
2. Click the **Edit** icon to edit the tree structure.
3. Select a node.
4. Click the **RENAME NODE** button. A pop up appears.
5. Rename the fields needed.
6. Click the **SAVE** button to save the details.

## Restructure the nodes

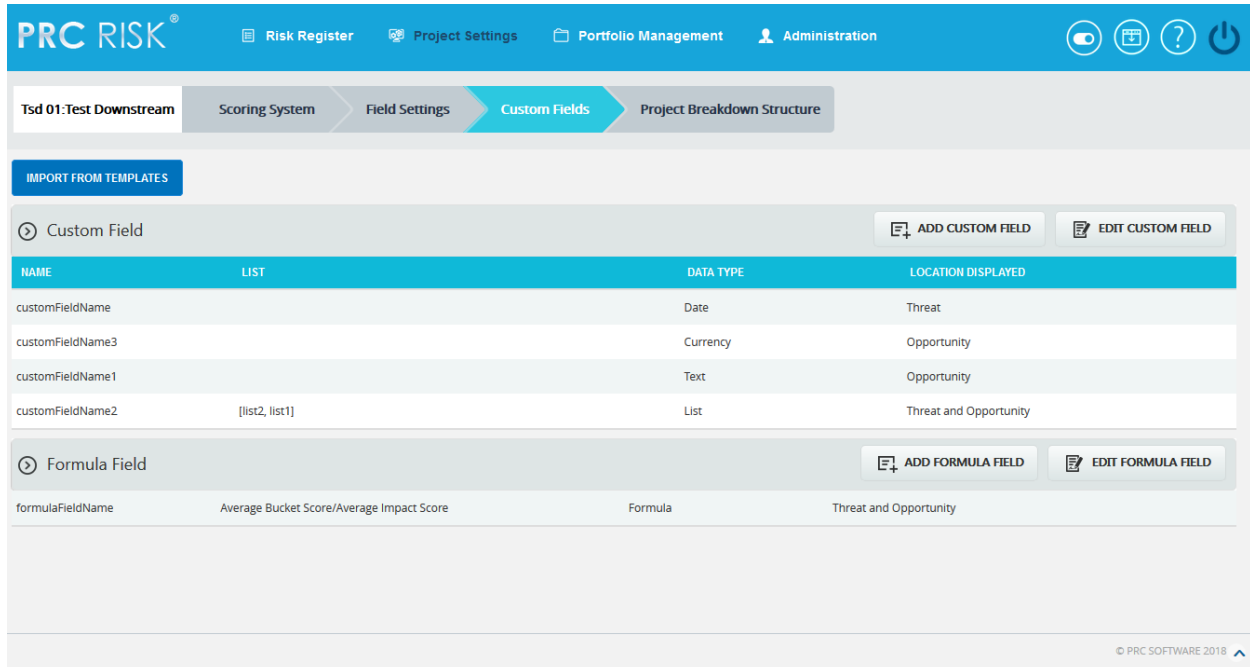
There are options to Expand, Collapse the tree structure once a structure is selected.

The structure can be modified by using the Promote, Demote, Order Up and Order Down icons after selecting the node which will appear in red and on the SELECTED NODE: on selection.



## Custom Fields (Project)

The page is used to define additional fields for the project data. When creating a custom field the user will be given the options to choose the data type (text, date, number, currency and list) and location displayed (threat, opportunity, threat and opportunity or mitigation sections). When creating a formula field, the user will be given the options to choose the location displayed (threat, opportunity, or mitigation sections). There are no system defaults for the **Custom Fields** page.



**PRC RISK** Risk Register Project Settings Portfolio Management Administration

Tsd 01:Test Downstream Scoring System Field Settings **Custom Fields** Project Breakdown Structure

IMPORT FROM TEMPLATES

Custom Field ADD CUSTOM FIELD EDIT CUSTOM FIELD

NAME	LIST	DATA TYPE	LOCATION DISPLAYED
customFieldName		Date	Threat
customFieldName3		Currency	Opportunity
customFieldName1		Text	Opportunity
customFieldName2	[list2, list1]	List	Threat and Opportunity

Formula Field ADD FORMULA FIELD EDIT FORMULA FIELD

NAME	LIST	DATA TYPE	LOCATION DISPLAYED
formulaFieldName	Average Bucket Score/Average Impact Score	Formula	Threat and Opportunity

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## Import from Templates

This functionality is used to assign the Threat/ Opportunity custom field templates created in the portfolio custom fields to the selected project. Once the threats or opportunities are added to the project, then this option will not be there.

Steps:

1. **Project Settings** —> **Custom Fields**
2. Click the **IMPORT FROM TEMPLATES** button.
3. Select a template and click **DONE** to assign the selected template or click **Cancel**.

There are options to Add / Edit / Delete Custom Fields.

## Add Formula Field

This functionality is used to add new formula field to the selected project.

Steps:

1. **Project Settings** —>**Custom Fields**
2. Click the **ADD FORMULA FIELD** button.
3. Enter the Formula Field name in the textbox provided.  
The only data type is Formula and the same will be mentioned in the **DATA TYPE** dropdown.
4. Select location displayed from the **LOCATION DISPLAYED** dropdown.
  - Click **Create Formula** and **ADD FORMULA FIELD** pop up appears.
  - Select field from the list and insert the operator as required.
  - Check the **Advanced Formula Options** in case any value has to be returned in the field according to conditions set.
    - Click **ADD CONDITION** button for setting a new condition and the value to be returned whenever the formula satisfies this condition.
    - The data type of return value must be selected from the dropdown.
    - The conditions can be deleted using **Delete** link.
  - Click **SAVE** button to save the formula or click **RESET** to clear the formula.
5. Click **SAVE** to finish.

There are options to Edit / Delete Custom Fields

## Field Settings (Project)

The Field Settings page is used to configure the Threat Fields, Opportunity Fields, Mitigation Plan Fields, Mitigation Step Fields, Closure Section Fields, Qualitative score fields, Simulation Fields, Data Mapping Fields, Risk Notes Fields and Recovery Plan Fields.

Hide Closure Section Fields (Closure Section)			Qualitative Score Fields (Qualitative Score)		
FIELD NAME	SHOW / HIDE	RENAME TO	FIELD NAME	SHOW / HIDE	RENAME TO
Cost Incurred	✓	Cost Incurred	Probability	✓	Probability
Date Risk Occurred	✓	Date Risk Occurred	Cost	✓	Cost
Schedule Impact Incurred	✓	Schedule Impact Incurred	Schedule	✓	Schedule
Closure Note	✓	Closure Note	Multiplier	✓	Multiplier
Lessons Learned	✓	Lessons Learned	(Pre) Highest Impact	✓	(Pre) Highest Impact
			(Pre) Highest Impact & Multiplier	✓	(Pre) Highest Impact & Multiplier
			(Pre) Average Score	✓	(Pre) Average Score
			(Pre) Average Score & Multiplier	✓	(Pre) Average Score & Multiplier
			(Pre) Average Bucket Value	✓	(Pre) Average Bucket Value
			(Pre) Average Bucket Value & Multiplier	✓	(Pre) Average Bucket Value & Multiplier

## Import from Templates

This functionality is used to assign the Threat/ Opportunity scoring templates created in the portfolio scoring system to the selected project. Once the threats or opportunities are added to the project, then this option will not be there.

Steps:

1. **Project Settings** —> **Field Settings**
2. Click the **IMPORT FROM TEMPLATES** button.
3. Select a template and click **DONE** to assign the selected template or click **Cancel**.

## Show/ Hide and Rename

Click the **EDIT** button on the screen. Show/Hide applies to each section. The example shows the Closure section. However, the steps are described below apply to all sections. Users have the option to hide each section altogether or individual field in the section.

The **SAVE ALL** button saves the changes across all sections in the page.

Hide Closure Section Fields

FIELD NAME	SHOW / HIDE	RENAME TO
Cost Incurred	<input checked="" type="radio"/> <input type="radio"/>	<input style="width: 150px;" type="text" value="Cost Incurred"/>
Date Risk Occurred	<input checked="" type="radio"/> <input type="radio"/>	<input style="width: 150px;" type="text" value="Date Risk Occurred"/>

### Edit Status Options (Threat / Opportunity)

To add, edit or delete the user editable status options. These statuses are categorized into two: open and closed. The statuses checked in **SHOW** checkbox is only shown in the status list for Threats / Opportunities in the Risk Details or Spreadsheet page.

1. Click the Edit link next to Status [Options].

Status [ Options ]
Edit

Open-unmitigated
▼

2. A pop up appears where the user can add or edit the status options.
3. Click the **ADD** button to add a new status option.
4. Click the **EDIT** button to edit the saved status options.
5. To delete the status, click the **DELETE** icon.
6. Click the **SAVE** button to save the changes made.

EDIT STATUS OPTIONS
✕

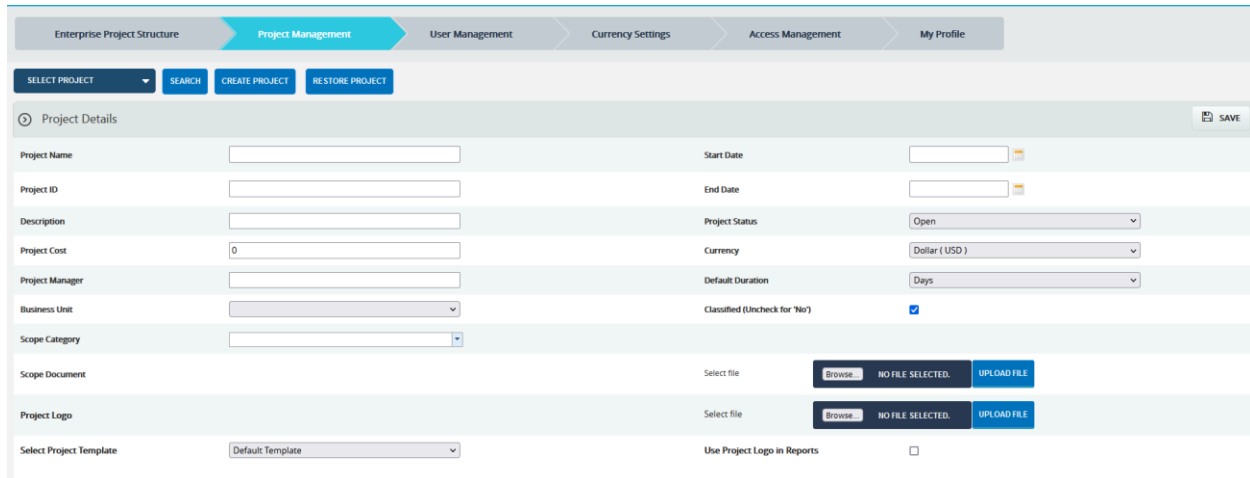
STATUS OPTION	STATUS CATEGORY	SHOW
status1	Open	<input type="checkbox"/>
status2	Closed	<input checked="" type="checkbox"/>

The Mitigation Status, The Response Types in Mitigation Plan Fields section can be edited in a similar manner.

## Administration

### Project Management

The **Project Management** page is used to create/edit/delete projects and assign/unassign projects individually to users.



The screenshot shows the 'Project Management' page with a navigation bar containing 'Enterprise Project Structure', 'Project Management' (active), 'User Management', 'Currency Settings', 'Access Management', and 'My Profile'. Below the navigation bar are buttons for 'SELECT PROJECT', 'SEARCH', 'CREATE PROJECT', and 'RESTORE PROJECT'. The main form is titled 'Project Details' and includes a 'SAVE' button. The form fields are:

- Project Name: Text input
- Project ID: Text input
- Description: Text input
- Project Cost: Text input (value: 0)
- Project Manager: Text input
- Business Unit: Dropdown menu
- Scope Category: Dropdown menu
- Scope Document: File upload (Select file, Browse, NO FILE SELECTED, UPLOAD FILE)
- Project Logo: File upload (Select file, Browse, NO FILE SELECTED, UPLOAD FILE)
- Select Project Template: Dropdown menu (value: Default Template)
- Start Date: Date picker
- End Date: Date picker
- Project Status: Dropdown menu (value: Open)
- Currency: Dropdown menu (value: Dollar ( USD ))
- Default Duration: Dropdown menu (value: Days)
- Classified (Uncheck for 'No'): Checkbox (checked)
- Use Project Logo in Reports: Checkbox (unchecked)

### Creating a new project

1. To create project go to **Administration --->Project Management**
2. Click the **CREATE PROJECT** button
3. After entering the project data, click the **SAVE** button.

#### Notes about some fields

There is an option to copy the field settings and scoring system as in another project without having to create them from scratch by choosing the **Select Project Template** dropdown.

If the project belongs to a business unit with specific RBS/OBS/WBS set, choose that in the **Business Unit** dropdown.

Default Duration is used to set the default duration unit if quantitative values. Changing them will not affect the data that is already in the system and there is conversion between the different units on changing it.

Projects can also be listed as **Classified**, which means they are hidden to all users except those assigned to it. The risk data for such projects will not appear in the **Search Risks** page.

### Add Users to Projects

Select the project from dropdown or do a search and use **ADD USERS TO PROJECT** button to assign projects to Users. There is an option to set the Access rights to the Project. The access settings will override the default Access level of the users for the project.

### Edit/Delete Projects

Select the project from dropdown or do a search and use **EDIT/DELETE** button to edit/delete project.

### Archiving Project

**This requires super user access.** When archiving projects, the PRC Enterprise Risk Register exports the project for future use. That is, all the details of the project such as template information, mapped users, risk details and mitigation added to risks are saved with the project. There is a button to **Archive and Delete** the project at the same time.

Steps:

1. *Administration ---> Project Management*
2. Select the required Project.

Click the **ARCHIVE** button.

### Restoring Project

The Restore Project functionality allows the user to restore a previously archived project. All the details of the project along with the template information, mapped users, risk and mitigation details, etc. are imported. The accepted file type is .prcriskx.

Steps:

1. *Administration ---> Project Management*
2. Select the required Project.
3. Click the **RESTORE PROJECT** button. A pop up appears.
4. Click **BROWSE** button to browse .prcriskx file and click **UPLOAD FILE** button.
5. A pop up appears. Map the archived users with the existing users.

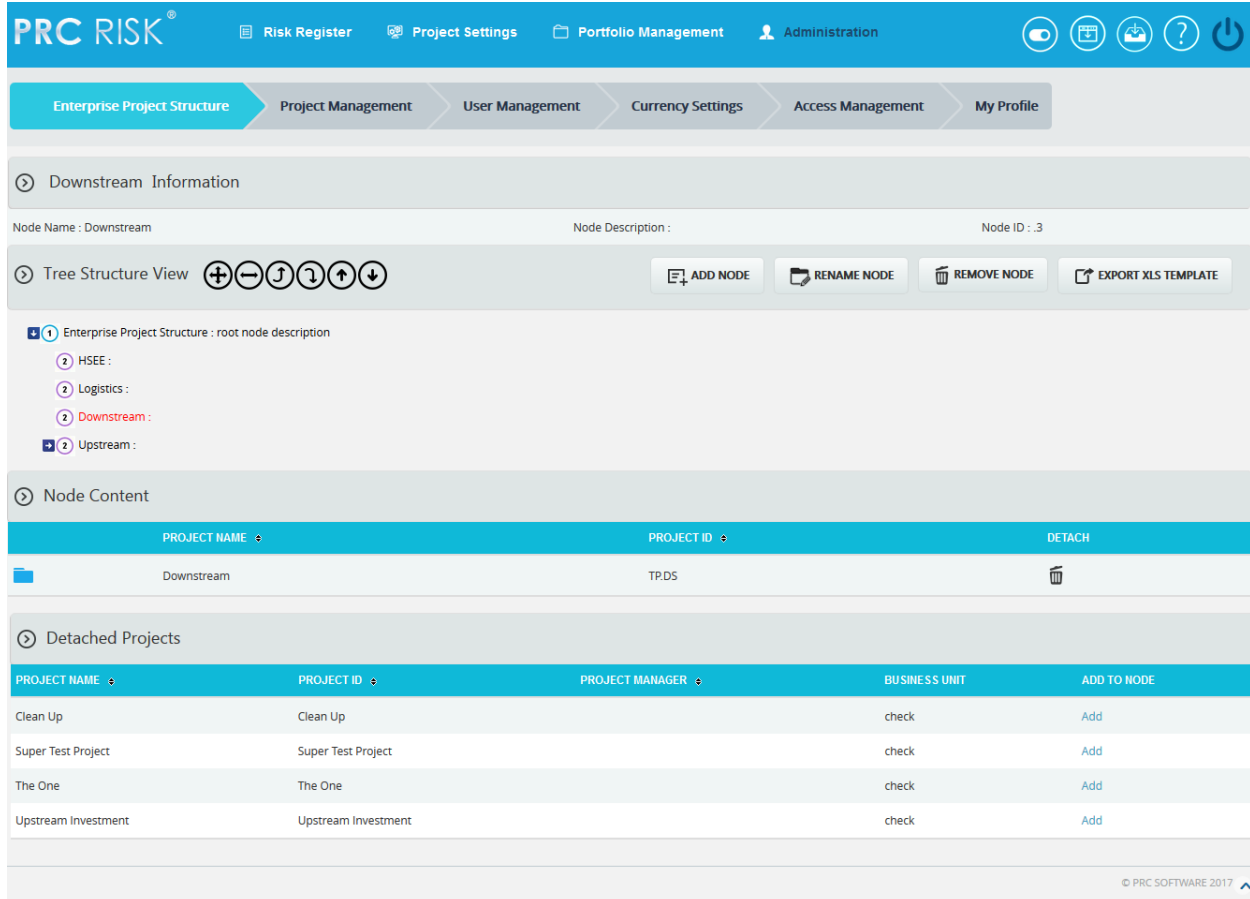
### My Profile

The **My Profile** page allows the users to manage their own user account. Not all fields can be edited in the **My Profile** page due to security reasons.

Password can be reset here. Other **Edits** are setting the default landing page, default project, default project and portfolio dashboards, and Email notification settings.

## Enterprise Project Structure (EPS)

This page organizes projects to the EPS. This is like a tree folder structure. Projects can be added to and removed from it. Each project can be assigned to one node(folder) only. Group assignments of projects to users can be done in Manage Users page using this structure.



PRC RISK® Risk Register Project Settings Portfolio Management Administration

Enterprise Project Structure Project Management User Management Currency Settings Access Management My Profile

Downstream Information

Node Name : Downstream Node Description : Node ID : .3

Tree Structure View + - J L U D

ADD NODE RENAME NODE REMOVE NODE EXPORT XLS TEMPLATE

- 1 Enterprise Project Structure : root node description
  - 2 HSEE :
  - 2 Logistics :
  - 2 Downstream :
  - 2 Upstream :

Node Content

PROJECT NAME	PROJECT ID	DETACH
Downstream	TP.DS	

Detached Projects

PROJECT NAME	PROJECT ID	PROJECT MANAGER	BUSINESS UNIT	ADD TO NODE
Clean Up	Clean Up		check	Add
Super Test Project	Super Test Project		check	Add
The One	The One		check	Add
Upstream Investment	Upstream Investment		check	Add

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## Import EPS

Use the Export XLS template to get a sample format. EPS nodes can be imported only by **Super Users** and only if the project has not been assigned to any available nodes. The imported file must be of type csv, xls Before a file is imported, all nodes except the root node must be deleted to accommodate the new nodes.

Steps:

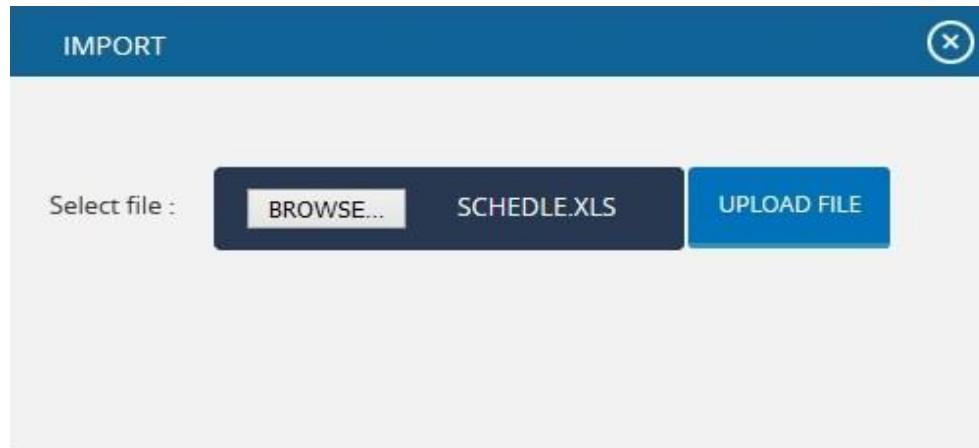
1. **Administration** ---> **Enterprise Project Structure**
2. Click the **IMPORT EPS** button. A pop up appears.
3. Click the **BROWSE** button. Select the required file.
4. Click the **UPLOAD FILE** button to finish.



**Sample sheet used for import:**

WBS code	Description	Outline Level
A	ABC123	1
B	ABC124	2
C	ABC125	2

Table 1


**Export XLS template**

This functionality is used to get a sample xlsx file for importing to the breakdown structures.

Steps:

1. *Administration ---> Enterprise Project Structure*
2. Click the **EXPORT XLS TEMPLATE** button. User will get a sample template on excel.

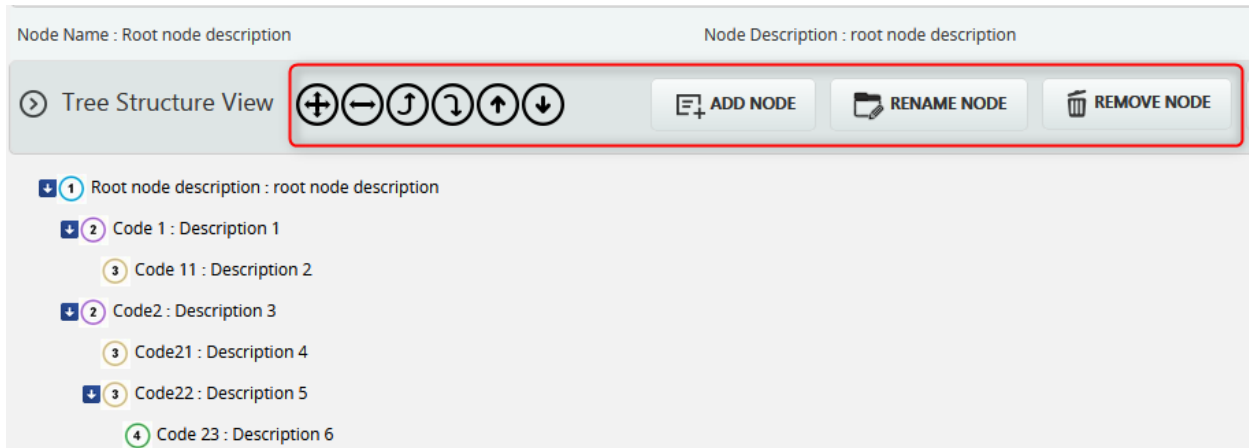
**Sample excel template:**

Outline Level	BS code	Description
1	Code 1	Description 1
1.1	Code 11	Description 2
2	Code2	Description 3
2.1	Code21	Description 4
2.2	Code22	Description 5
2.2.1	Code 23	Description 6

### Restructure the nodes

There are options to Expand, Collapse the tree structure once a structure is selected.

The structure can be modified by using the Promote, Demote, Order Up and order Down icons after selecting the node which will appear in red and on the SELECTED NODE: on selection.



Node Name : Root node description      Node Description : root node description

Tree Structure View

- 1 Root node description : root node description
  - 2 Code 1 : Description 1
    - 3 Code 11 : Description 2
  - 2 Code2 : Description 3
    - 3 Code21 : Description 4
    - 3 Code22 : Description 5
    - 4 Code 23 : Description 6

### Access Management

Users access for the pages are set here. There are three main accesses; **Read/Write**, **View Only** and **No Access**. To create/modify the data in a particular page the user must be assigned **Read/Write** access for that page. **View Only** access to view the page and if the user need not get access to a particular page **No Access** should be assigned.

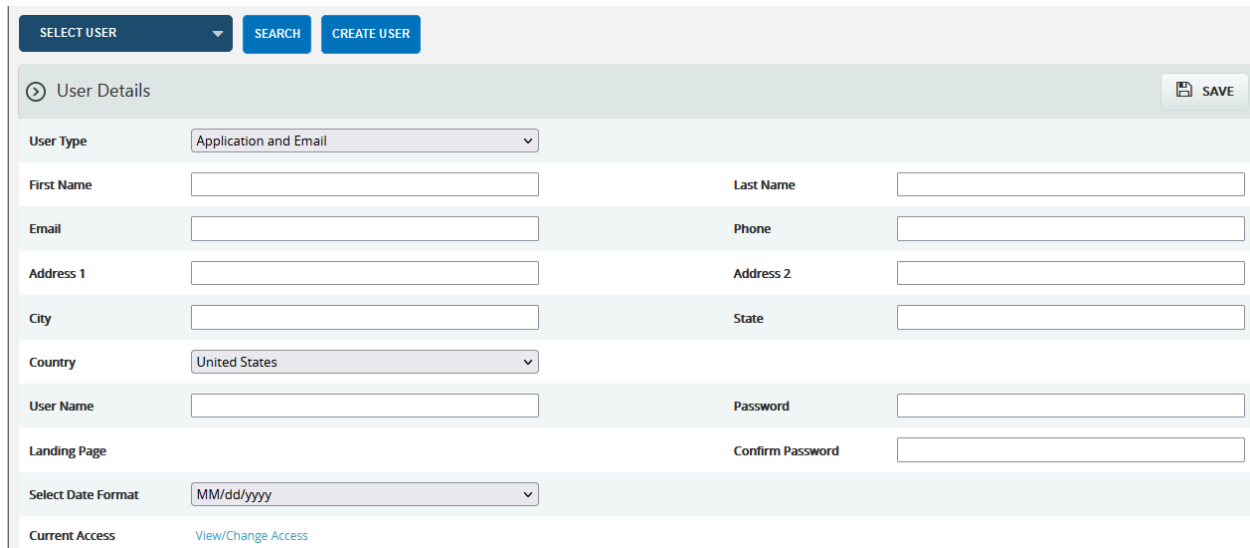
Users have the option to Delete an access role and copy an existing / predefined role, modify them, and save as new role. Existing roles can also be deleted. Deleting an existing role will not affect users who were already assigned that role and will show them in their profile.

Pages are grouped by the sections.

PAGE ACCESS	READ / WRITE	VIEW ONLY	NO ACCESS
Select All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise Project Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & Edit Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## User Management

This is the only way to create users to access the application.



Notes on some of the fields

User Type can be Application Only or Email Only or Application and Email.

**Application Only** users will be able to login to the application and update the data according to their access.

**Email Only** users can receive data via email and update them using the form/link provided in through their email.

**Application and Email** users can access the application as well as update data through email updates.

For Application Users, an Access Role must be assigned before they can log into the application.

When a user is created, the system notifies user of the URL and password, if the email settings have been configured by the super user.

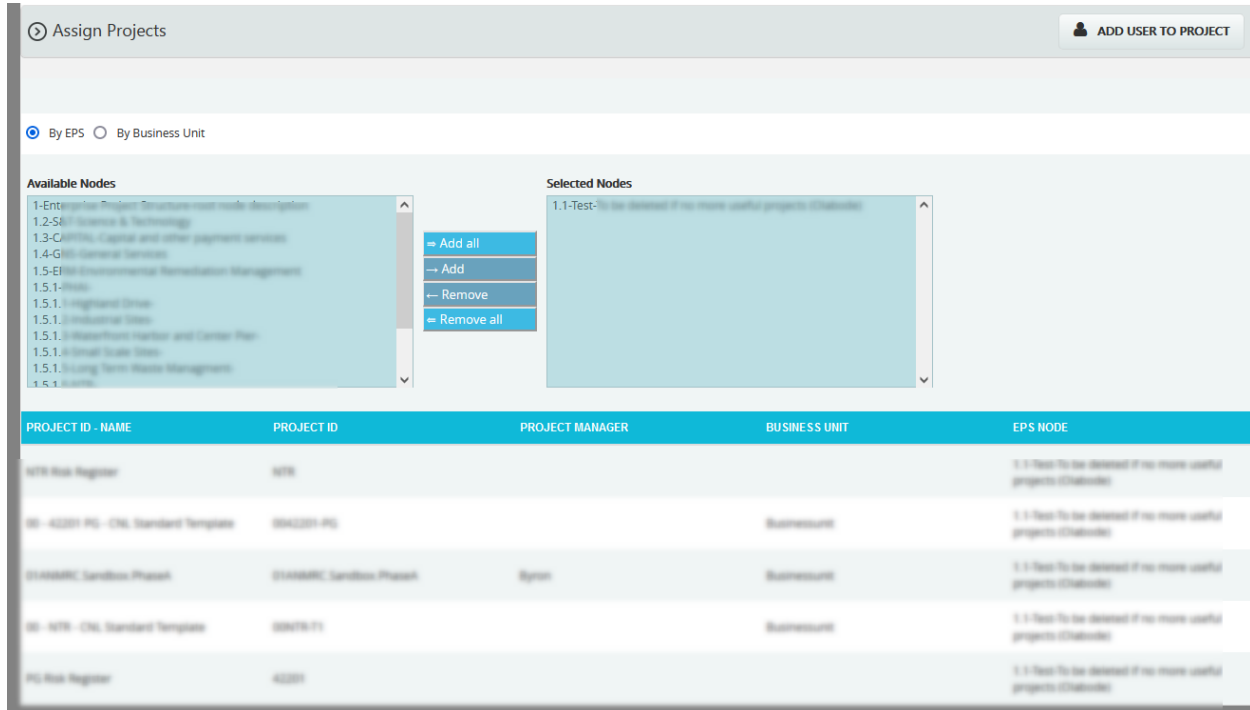
**Current Access** is used to set the default access level for the user. This field needs to be assigned a role for the user to access the application.

### Assigning Users to Projects (Individually)

Select the user either from the dropdown or using the search button and click the ASSIGN PROJECT TO USERS button to select from the list of projects in the pop up. The access levels can be further edited for the specific project. Click the FINISH button to complete the assignment.

## Assigning Projects to User in bulk

This is useful when assigning multiple projects to a user in one go. The project can be assigned by using the Enterprise Project Structure (EPS) node to which they are assigned, or if it is assigned a Business Unit (in the Project Management section).



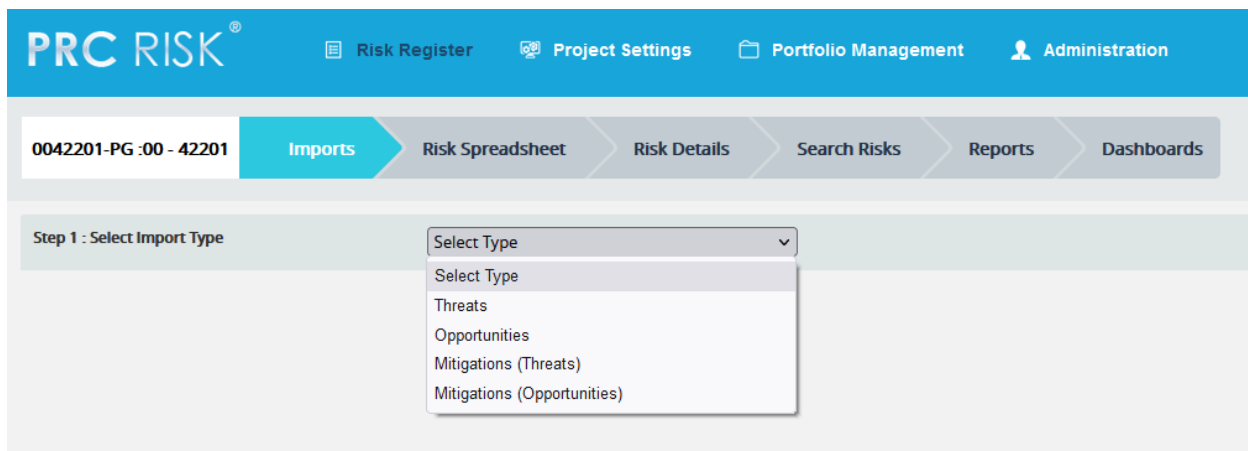
PROJECT ID - NAME	PROJECT ID	PROJECT MANAGER	BUSINESS UNIT	EPS NODE
NTR Risk Register	NTR			1.1-Test- To be deleted if no more useful projects @ @ @ @ @
00- 42201 PG - CNL Standard Template	0042201-PG		BusinessUnit	1.1-Test- To be deleted if no more useful projects @ @ @ @ @
0140680C Sandbox Project	0140680C Sandbox Project	Syren	BusinessUnit	1.1-Test- To be deleted if no more useful projects @ @ @ @ @
00- NTR - CNL Standard Template	004079-11		BusinessUnit	1.1-Test- To be deleted if no more useful projects @ @ @ @ @
PG Risk Register	42201			1.1-Test- To be deleted if no more useful projects @ @ @ @ @

Once an EPS node or Business Unit is selected, click the **ASSIGN PROJECT TO USERS** button to select from the list of projects in the pop up. The access levels can be further edited for the specific project. Click the **FINISH** button to complete the assignment.

## Risk Register

### Import

The import section is used to import data from MS Excel file to the project. The system automatically detects the column headers and maps them. Make sure that the Excel does not have merged columns and the first row contains the headers. That data can be in different tabs and there is option to choose the tab. The list option fields like the status, qualitative values are also auto mapped. The fields on the left are database values and dropdowns on the right are fields loaded from Excel.



#### Steps:

1. **Risk Register** ---> **Imports**. Select the type of data that you want to import.
2. Click the **Browse** button. Select the required file.
3. Click the **Upload File** button to finish.
4. Select Sheet to change the tab.

The ID column is required field. It is used as a reference to identify the unique value for the record (row)

**Default Currency:** This field is to identify the currency for the quantitative cost values in Excel if the value is not mentioned for the row.

**Default Duration:** This field is to identify the duration units for the quantitative schedule values in Excel if the value is not mentioned for the row.

If a field does not match, select that field from the drop down.

PRC RISK<sup>®</sup>

[Risk Register](#) | [Project Settings](#) | [Portfolio Management](#) | [Administration](#)

0042201-PG :00 - 42201
Imports
Risk Spreadsheet
Risk Details
Search Risks
Reports
Dashboards

**Step 1 : Select Import Type**

Threats

Default Currency

Default Duration

Step 2 : Upload File - Threats

Select file  NO FILE SELECTED. File Uploaded

Step 3 : Map Fields :Threats

Select Sheet  CHANGE SHEET

Threat Detail

ID

Name

Description

Cause

Effect

Status

DATABASE LIST	VALUES IN EXCEL FILE
Open-unmitigated <input type="text" value="Open-unmitigated"/>	Open-unmitigated

Once all the mappings are done. Click the Import button to bring in the data.

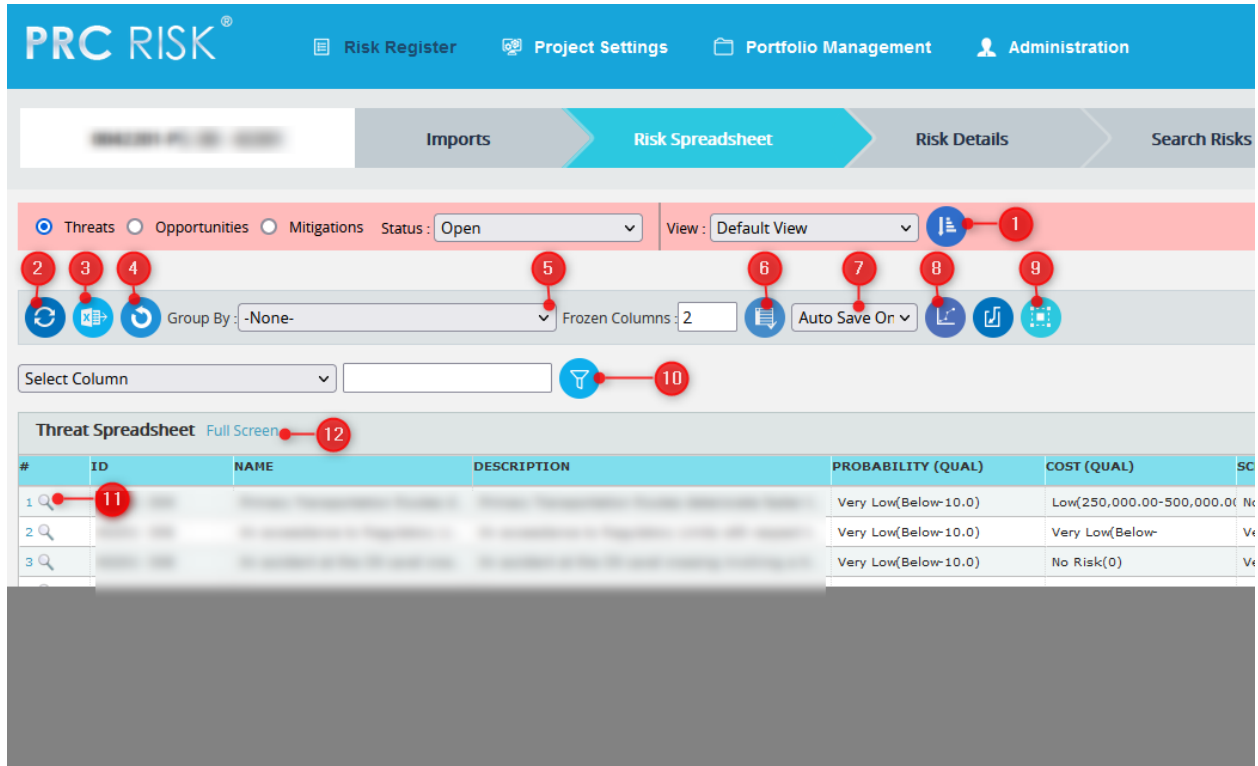
If only a particular field needs to be updated, map only the ID fields (in case of Threats/Opportunities, it is the ID field. For Mitigations, it is the Risk ID column and the Mitigation ID column) and the fields for which the data needs to be updated. Others can be left as the Select Column.

If the ID is not in the system, it will be a new record and if the ID exists, the data will be overwritten.

## Risk Spreadsheet

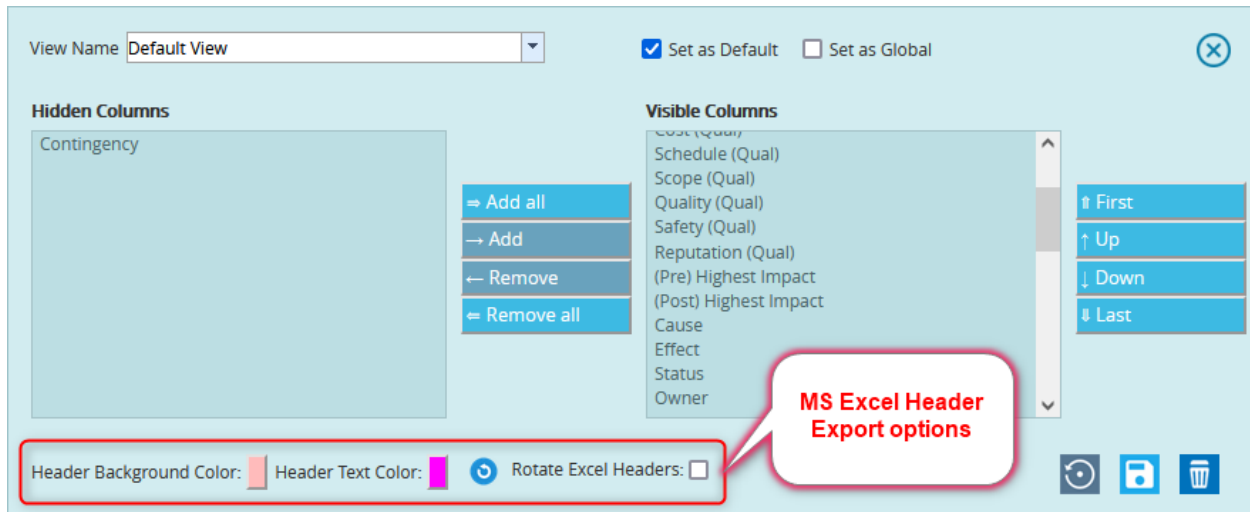
### Spreadsheet View

Risk Spreadsheet is used to edit Risk data. The spreadsheet is more like an MS Excel Sheet. There are separate sheets for Threats, Opportunities, Threat Mitigations and Opportunity Mitigations. Click on the option button on the pink bar to switch between the views. The cells are editable and can be resized by dragging on the header separator.



### Important Functions

1. To customize the columns and their order. A popup appears on clicking on the icon where views can be defined.



All the visible columns will available here and views can be named and saved and can be shared with other users using **Set as Global** option. Use the **Save and Apply View** icon in the popup to save.

2. To reset the Filter and reload the page.
3. To export to MS Excel file.
4. To undo edit operation.
5. To arrange the sheet as group view for a field.
6. To set the number of frozen columns.
7. Auto Save On / Off feature. By default, the system saves data on the fly but if there are a number of edits that needs to be done, turn the Auto Save Off and Save icon would appear next to it.
8. To run the Quick Monte Carlo on the quantitative values for Cost and Schedule.



**QUICK MONTE CARLO ANALYSIS** ✕

Cost Exposure
 Duration Exposure

Options: Threats

Distribution: Triangular

Correlation: No

Iterations: 1000

Highlight: 50,80 APPLY %


Mitigation Options: Pre-Mitigated

Contingency at P: 70

Cumulative S Curve: RUN ANALYSIS EXPORT TO WORD

Bar Width: 100,000 (CAD)

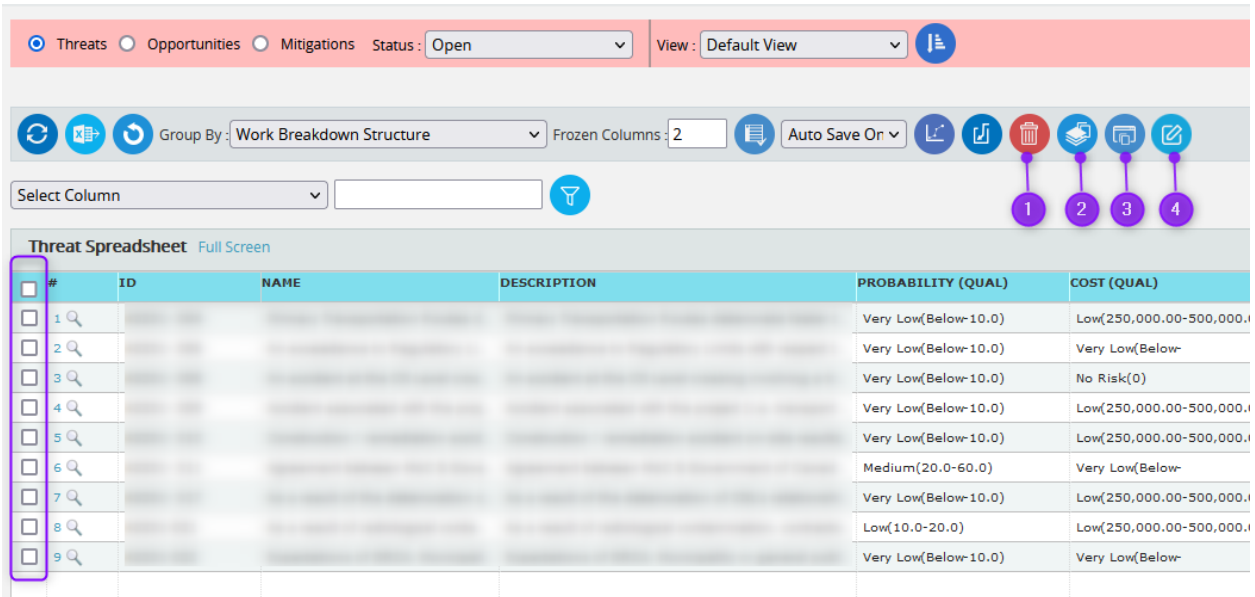
● Hits
Cumulative S Curve Chart

◆ Cumulative %


9. Select multiple to do bulk operations. On clicking the icon, check boxes would show for each row. Select the relevant rows. The multi operation that can be performed are

1. Delete multiple rows.
2. Copy values from Qualitative to Quantitative.
3. Copy values from Quantitative to Qualitative.
4. Overwrite a particular field with a value.
5. Send risk data for email update.

Click the Reset Filter and Refresh the icon to reload the page as before.



Threat Spreadsheet Full Screen

#	ID	NAME	DESCRIPTION	PROBABILITY (QUAL)	COST (QUAL)
1				Very Low(Below-10.0)	Low(250,000.00-500,000.0)
2				Very Low(Below-10.0)	Very Low(Below-
3				Very Low(Below-10.0)	No Risk(0)
4				Very Low(Below-10.0)	Low(250,000.00-500,000.0)
5				Very Low(Below-10.0)	Low(250,000.00-500,000.0)
6				Medium(20.0-60.0)	Very Low(Below-
7				Very Low(Below-10.0)	Low(250,000.00-500,000.0)
8				Low(10.0-20.0)	Low(250,000.00-500,000.0)
9				Very Low(Below-10.0)	Very Low(Below-

10. To filter the records using logical filters. The logic would depend on the datatype of the field.

Click the Reset Filter and Refresh the icon to reload the page as before.

7

11. To go to the Risk Details page for the selected Risk value.

12. To view the sheet in Full Screen mode.

### Copy from Qualitative to Quantitative

This applies to Probability, Cost and Schedule only. The equation for conversion is to take the average in the bucket of Qualitative values and copy to the Quantitative Values for the selected risks. The lowest bucket value is half the upper range and highest value is the average of the lower and twice the lower value for that bucket.

### Copy from Quantitative to Qualitative

This applies to Probability, Cost and Schedule only. The equation for conversion is to take the quantitative value and put in the bucket for the corresponding qualitative values for the selected risks.

## Computation of Pre and Post Highest Impact Score

PROBABILITY (QUAL)	COST (QUAL)	SCHEDULE (QUAL)	(PRE) HIGHEST IMPACT	(POST) HIGHEST IMPACT
Very High(80.0-Above)	Low(250,000.00-500,000.00)	Very High(30.00-Above)	25	12
Medium(20.0-60.0)	High(1,000,000.00-5,000,000.00)	Very Low(Below-1.00)	12	6
Low(10.0-20.0)	Low(250,000.00-500,000.00)	No Risk(0)	4	4

For each Risk record, the Qualitative Score is defined by the Scoring Matrix defined in **Project Settings**. The Pre-Mitigated score would be the value in the cell where the Probability (Qual) value and highest value of the Qualitative Impacts would meet.

The Post-Mitigated value is the lower value of the Scores where Mitigated Probability would meet the highest Impact for that Risk. This value comes from the Mitigation Spreadsheet. If no Mitigations are applied or not scored (left as undefined) then the pre and post values would be the same.

PROBABILITY AND IMPACT SCORING					
Probability	Impacts				
	VL	L	M	H	VH
VH	5.00	10.00	15.00	20.00	25.00
H	4.00	8.00	12.00	16.00	20.00
M	3.00	6.00	9.00	12.00	15.00
L	2.00	4.00	6.00	8.00	10.00
VL	1.00	2.00	3.00	4.00	5.00

## Quick Monte Carlo

The quick Monte Carlo is performed on the risk data for cost and schedule for pre and post scenarios. Monte Carlo is performed using Triangular distribution with no correlation. The bar width can be set and result can be exported to Word for reporting purposes.

The charts generated with their data sets are

Cumulative S curve



Top ten components isolated to a desired P value.

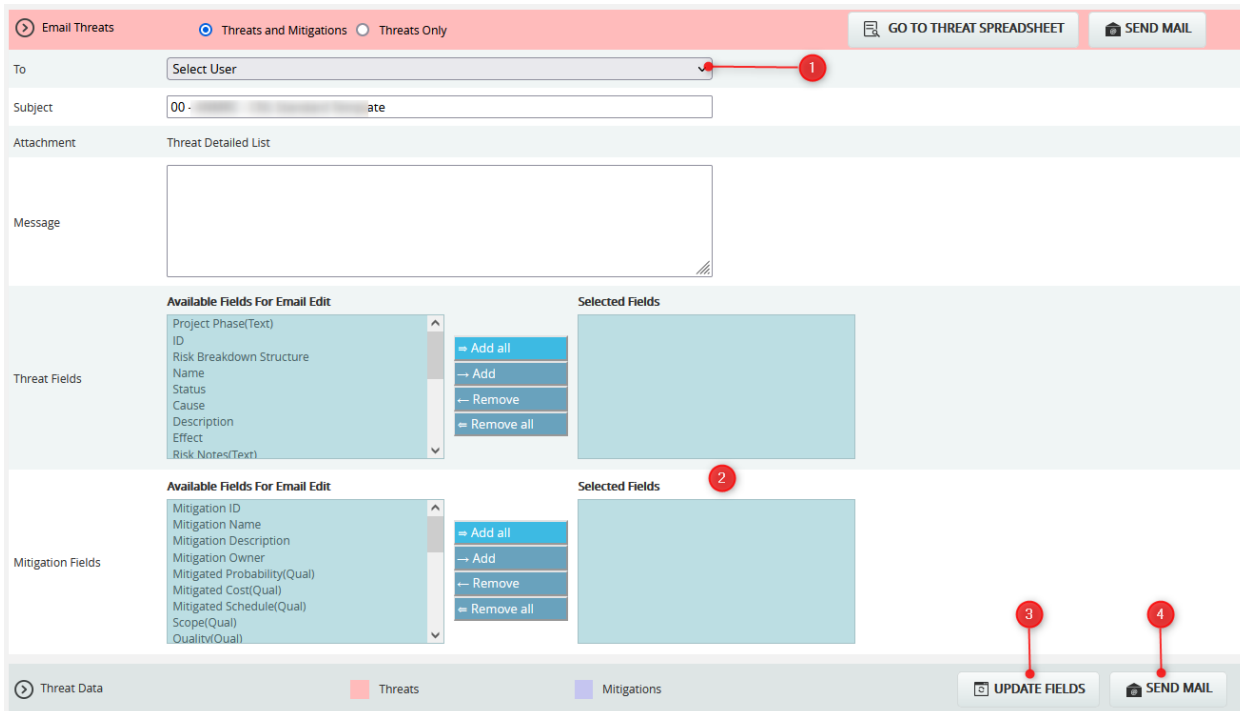
Top ten components percentage value isolated to a desired P value.

Top ten correlation for the output value isolated to a desired P value.

## Email Update

Risk data can be sent to Email users, who do not have application access to the system.

Click the Select Multiple icon  and select the rows (Threats/Opportunities) that needs to send and click on the mail icon  towards the top right of the screen.



The screenshot shows the 'Email Threats' interface. At the top, there are tabs for 'Email Threats', 'Threats and Mitigations', and 'Threats Only'. A 'GO TO THREAT SPREADSHEET' button and a 'SEND MAIL' button are visible. The 'To' field has a dropdown menu with a red circle '1' pointing to it. The 'Subject' field contains '00 - [redacted] ate'. The 'Attachment' field is 'Threat Detailed List'. The 'Message' field is empty. Below these are two sections for field selection: 'Threat Fields' and 'Mitigation Fields'. Each section has 'Available Fields For Email Edit' and 'Selected Fields' lists, with 'Add all', 'Add', 'Remove', and 'Remove all' buttons. A red circle '2' points to the 'Selected Fields' area. At the bottom, there are 'UPDATE FIELDS' (red circle '3') and 'SEND MAIL' (red circle '4') buttons.

### Steps.

1. Select the User and edit the Subject and Message fields as needed.
2. Select the Fields that needs to be edited. The Id fields must be select as they are the point of reference.
3. Click the UPDATE FIELDS button to get a preview of the values.
4. Click the SEND MAIL icon.

The recipient of the email would get a form well as link where he can update the data using either. The recipient must have a valid username and password to edit the data.

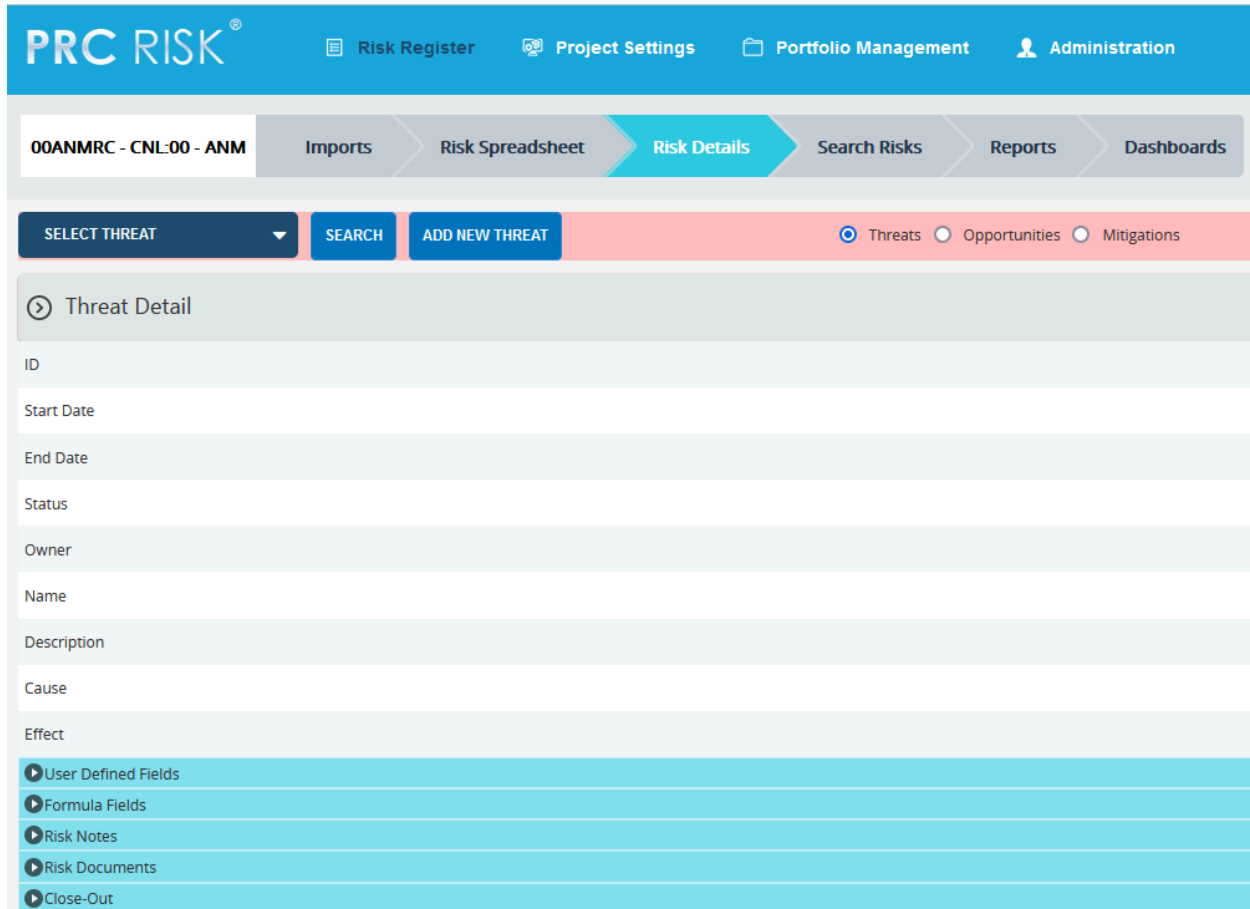
Each email can be used to update the data only once.

## **Recycle Bin**

To go to the **Recycle Bin** from **Spreadsheet view (Threats)**, click the **Recycle Bin** icon shown on top of the page. Deleted Threats for the current project along with the Mitigation steps are stored in the Recycle Bin. There is option to restore the Threat data to the current project. Once a Threat is deleted from the Recycle, it is permanently deleted.

## Risk Details

The Risk Details view gives an organized form-based view for individual Threats, Opportunities and Mitigations. Click on the option button on the pink bar to switch between the views. Risk documents can be uploaded in this view.



To Edit/Delete risk, Select the item from the drop down or using the search. Use the Add New button to add a new record.

There are options to edit data by the sections.

When there are multiple Mitigation steps, there is an option to update Mitigation data for that Risk in a Spreadsheet format available by clicking the EDIT IN SPREADSHEET button

Enterprise Risk Breakdown Structure map data

Response Strategy [EDIT MITIGATION PLAN](#)

Plan Description

Strategy Accept

Mitigation Steps [EDIT IN SPREADSHEET](#)

#	MITIGATION ID	MITIGATION NAME	MITIGATION DESCRIPTION	DELETE
1	40201-021-001	Obtain new regulator and complete commissioning		
2	40201-021-002	Eng. MR and contractor to work on test case and associated efficiencies/lessons learned		
3	40201-021-003	Proactively seek possible other interested parties for use at other sites		
4	40201-021-004	Review list of equipments requiring decommissioning and results of decommissioning efforts to date		

Edit Mitigation Steps [GO TO RISK DETAILS](#)

ID

Name  s for

Frozen Columns: 

 Auto Save On 

 Select Column

**Threat Spreadsheet** [Full Screen](#)

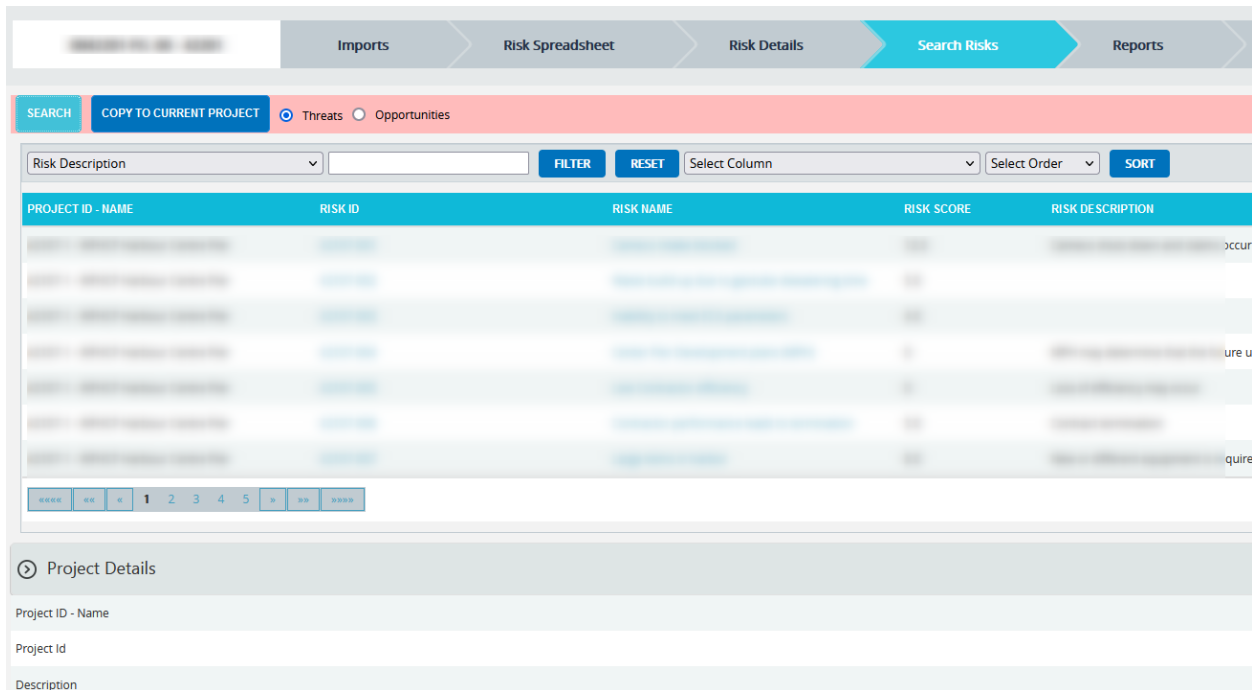
#	MITIGATION ID	MITIGATION...	MITIGATION...	MITIGATION OWN...	MITIGATED PROBABILIT...	MITIGATED COST (QUAL)	MITIGATED SCH
1					Undefined(0)	Undefined(0)	Undefined(0)
2					Undefined(0)	Undefined(0)	Undefined(0)
3					Undefined(0)	Undefined(0)	Undefined(0)
4					Medium(20.0-60.0)	Low(250,000.00-500,000.00)	Undefined(0)

4 rows

## Search Risks

Search Risks performs a Historical Search of all the Unclassified Project Risks (as defined in the **Project Management** page). The Risks data along with the Mitigation steps can be copied over to the current project.

The Search button opens a search and sort pane. Risk data along with its Mitigation data can be edited and copied after selection.

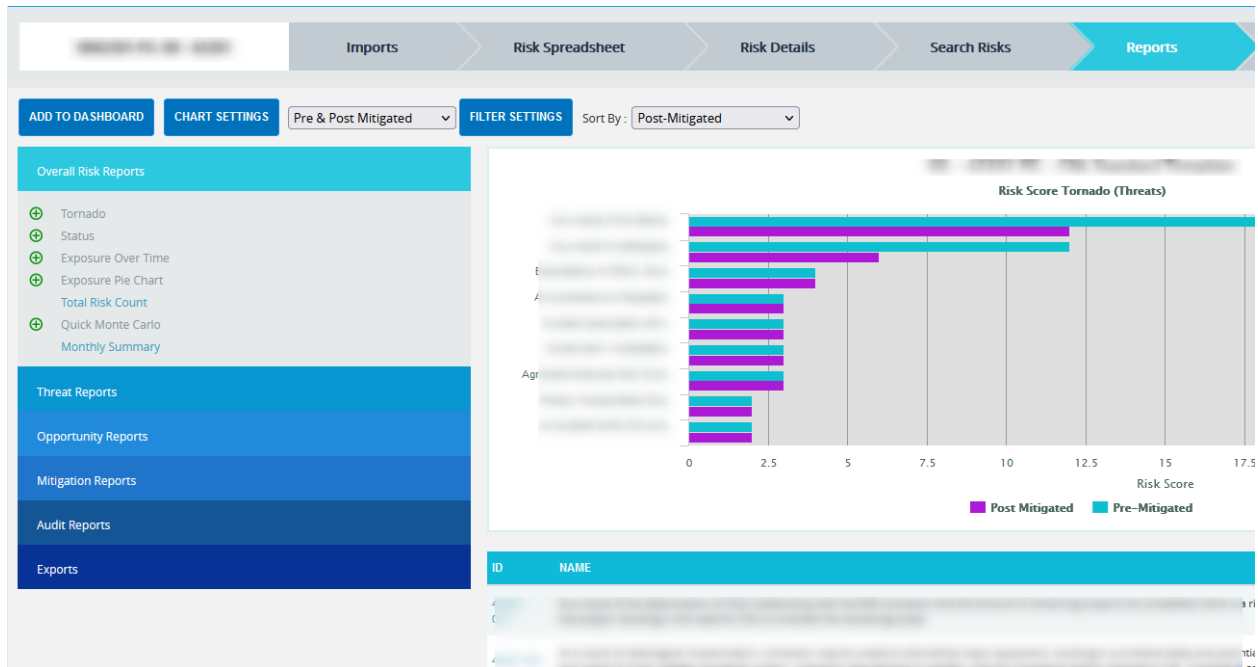


The screenshot displays the 'Search Risks' interface. At the top, a navigation bar includes 'Imports', 'Risk Spreadsheet', 'Risk Details', 'Search Risks' (highlighted), and 'Reports'. Below this is a search and filter pane with a 'SEARCH' button, a 'COPY TO CURRENT PROJECT' button, and radio buttons for 'Threats' (selected) and 'Opportunities'. The search pane includes a 'Risk Description' dropdown, a search input field, 'FILTER' and 'RESET' buttons, a 'Select Column' dropdown, a 'Select Order' dropdown, and a 'SORT' button. The main area shows a table with the following columns: PROJECT ID - NAME, RISK ID, RISK NAME, RISK SCORE, and RISK DESCRIPTION. The table contains several rows of data, with some text partially visible in the 'RISK DESCRIPTION' column, such as 'occur', 'ure us', and 'quire'. Below the table is a pagination control showing page 1 of 5. At the bottom, there is a 'Project Details' section with fields for 'Project ID - Name', 'Project Id', and 'Description'.



## Reports

The report categories are on the left panel. Each one expands on clicking them. Within each panel, the reports are organized into a tree structure. Clicking on the chart (in most cases) or in the link in the data table would drill down to the relevant dataset.



Reports can be added to named dashboards with their Filter Settings and Chart Settings options using the **ADD TO DASHBOARD** button. There can be up to six reports per dashboard.

**FILTER SETTINGS** is used to define filters for the report and enable them to be shared with other users.

**CHART SETTINGS** is used to edit the colors, the labels of the charts, and the script associated with each chart.

A couple of quick chart options may be displayed along with these settings depending on the chart.

There is an Export option associated with each report. Export to MS Office, PDF files etc. are available depending on the type of data for the report.

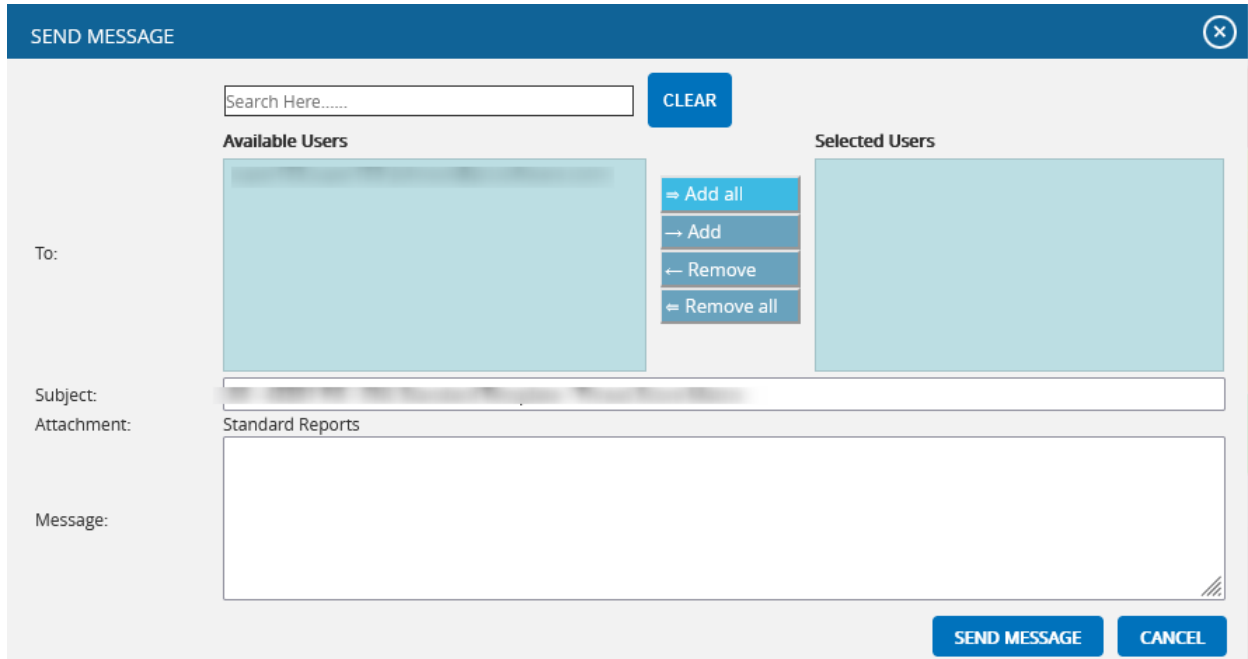
Click on the **Set As Default** icon



to set a chart as default when the report page is loaded.



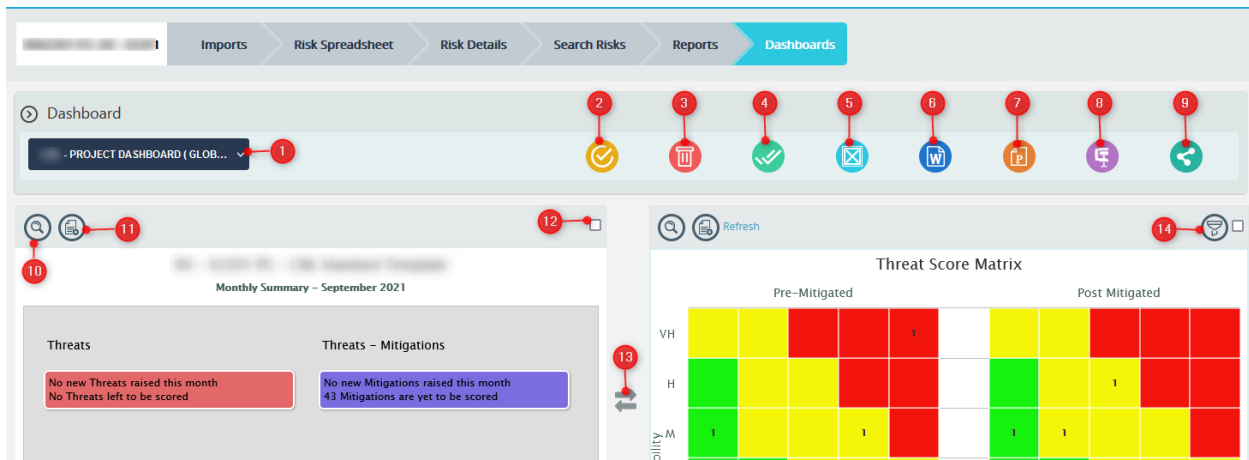
Click on the E-mail icon towards the top right of the screen to send the chart as an email attachment to a user in the system.



The image shows a 'SEND MESSAGE' dialog box with a dark blue header and a close button (X) in the top right corner. Below the header is a search bar with the placeholder text 'Search Here.....' and a blue 'CLEAR' button to its right. The main area is divided into two columns: 'Available Users' on the left and 'Selected Users' on the right. Between these columns are four buttons: 'Add all', 'Add', 'Remove', and 'Remove all'. Below the user lists are three text input fields: 'To:', 'Subject:', and 'Attachment:'. The 'Attachment:' field contains the text 'Standard Reports'. Below these fields is a large text area for the 'Message:'. At the bottom right of the dialog are two blue buttons: 'SEND MESSAGE' and 'CANCEL'.

## Dashboards

Dashboards give an overview of the Project. There can be any number of dashboards and a maximum of six charts per dashboard. A default Project Dashboard is created for every project.



## Dashboard Functions


1. Select Dashboard. Select from the dropdown to load a dashboard.


2. Set the Selected Dashboard as the default for the project. 

3. Delete the selected Dashboard. 


4. Select all the charts in the Dashboard. 

5. Unselect all the charts in the Dashboard. 

6. Export the selected Chart to MS Word with their script. 

7. Export the selected Chart graphics to MS PowerPoint. 

8. Export the selected Chart graphics to a zipped file for download. 

9. Share with other users / Save the Dashboard in another name. 

10. Drill down to the Chart in Report Section. 

11. Add the current chart to another Dashboard.



12. Use the check box to Check / Uncheck that Chart.

13. Swap chart position vertically and horizontally



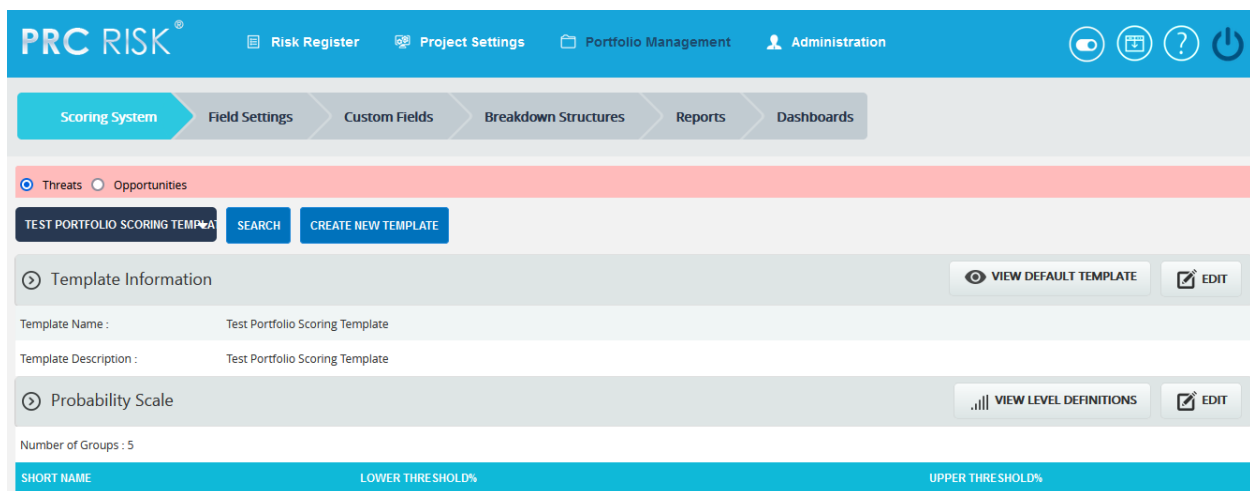
## Portfolio Management

### Scoring System (Portfolio)

This page defines named Scoring Systems for the Risks that can be imported in the Project Settings section for further customization tailoring to the project.

The default template settings for the Scoring System are also set here. This is applied when creating projects with the default template.

Editing/Deleting templates do not affect the projects that have already applied them. Click the Opportunities radio button in the pink bar to create Opportunities templates.



CREATE NEW TEMPLATE button gives all the options to create a new Template. Once all the Probability, Tolerance and Impacts are defined, save the changes and then Edit the Scoring Matrix at the bottom of the page. Clicking the EDIT button makes the cell values editable and colors changes SAVE button is clicked.

Risk Matrix SAVE

PROBABILITY AND IMPACT SCORING

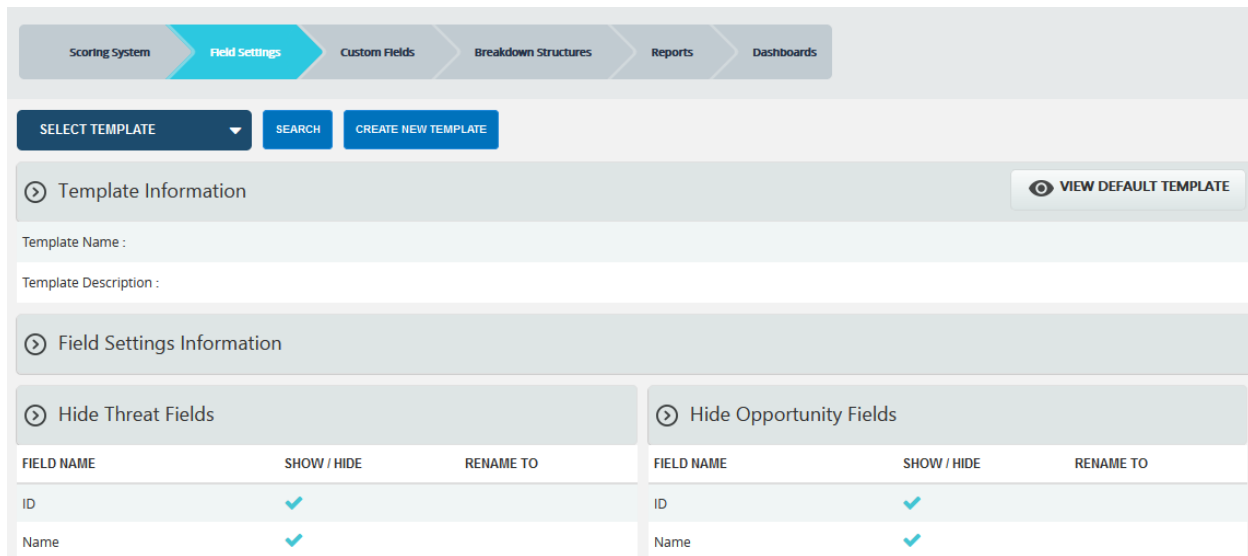
Probability	Impacts				
	VL	L	M	H	VH
VH	5.00	10.00	15.00	20.00	25.00
H	4.00	8.00	12.00	16.00	20.00
M	3.00	6.00	9.00	12.00	15.00
L	2.00	4.00	6.00	8.00	10.00
VL	1.00	2.00	3.00	4.00	5.00

## Field Settings (Portfolio)

This page defines named Field Settings that can be imported in the Project Settings section for further customization tailoring to the project.

The default template settings for the Field Settings are also set here. This is applied when creating projects with the default template.

Editing/Deleting templates do not affect the projects that have already applied them. The fields are grouped into different sections.



Scoring System **Field Settings** Custom Fields Breakdown Structures Reports Dashboards

SELECT TEMPLATE SEARCH CREATE NEW TEMPLATE

Template Information [VIEW DEFAULT TEMPLATE](#)

Template Name :

Template Description :

Field Settings Information

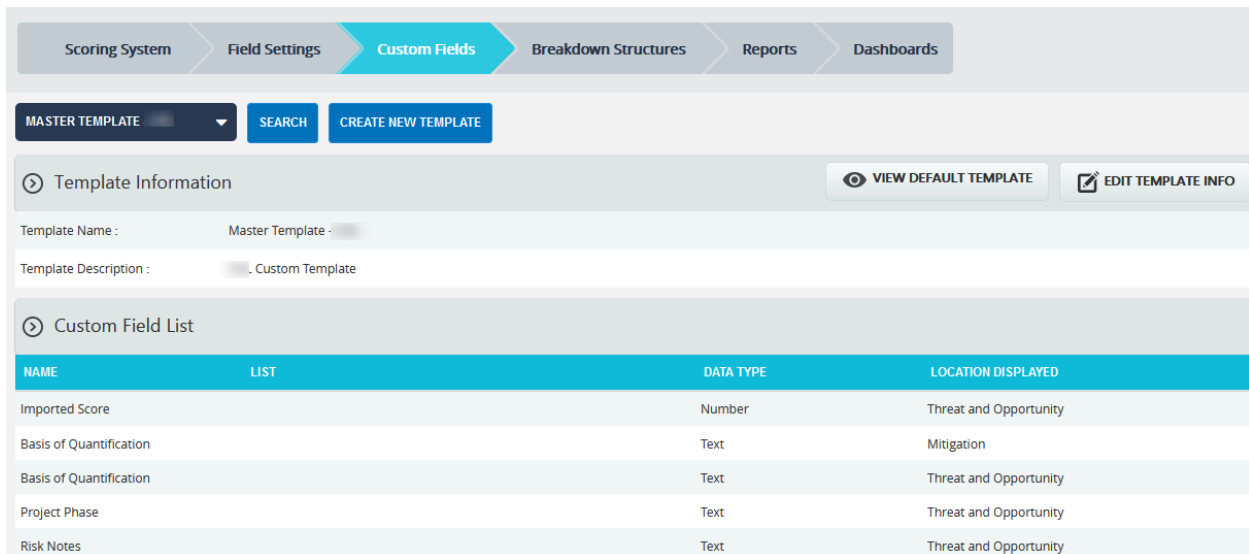
Hide Threat Fields			Hide Opportunity Fields		
FIELD NAME	SHOW / HIDE	RENAME TO	FIELD NAME	SHOW / HIDE	RENAME TO
ID	✓		ID	✓	
Name	✓		Name	✓	

## Custom Fields (Portfolio)

This page defines named Custom Fields that can be imported in the Project Settings section for further customization tailoring to the project.

The default template settings for the Custom Fields are also set here. This is applied when creating projects with the default template.

Editing/Deleting templates do not affect the projects that have already applied them.



The screenshot shows the 'Custom Fields' configuration page. At the top, there is a navigation breadcrumb: Scoring System > Field Settings > **Custom Fields** > Breakdown Structures > Reports > Dashboards. Below the breadcrumb, there are three buttons: 'MASTER TEMPLATE' (with a dropdown arrow), 'SEARCH', and 'CREATE NEW TEMPLATE'. Underneath, there are two buttons: 'VIEW DEFAULT TEMPLATE' and 'EDIT TEMPLATE INFO'. The page is divided into two main sections: 'Template Information' and 'Custom Field List'.

**Template Information**

Template Name : Master Template

Template Description : Custom Template

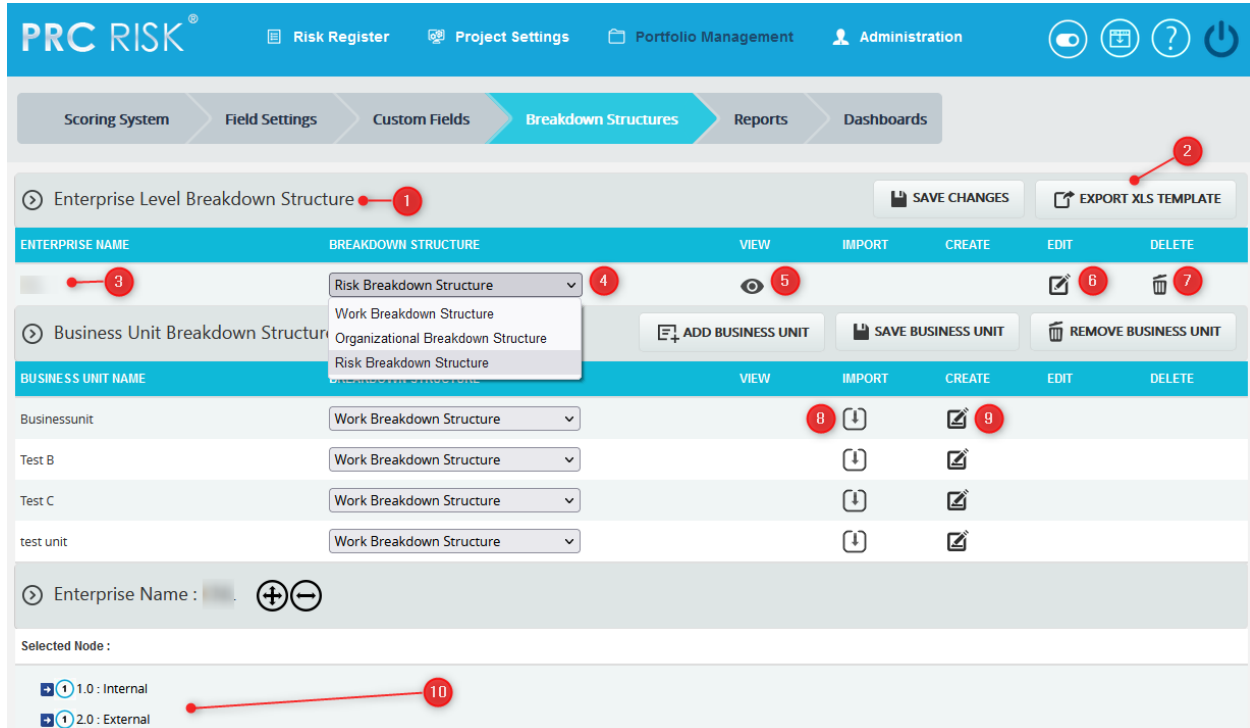
**Custom Field List**

NAME	LIST	DATA TYPE	LOCATION DISPLAYED
Imported Score		Number	Threat and Opportunity
Basis of Quantification		Text	Mitigation
Basis of Quantification		Text	Threat and Opportunity
Project Phase		Text	Threat and Opportunity
Risk Notes		Text	Threat and Opportunity

## Breakdown Structures (Portfolio)

This page defines the Enterprise level breakdown structures (RBS, OBS and WBS) and the Business unit level breakdown structures (RBS, OBS and WBS). The breakdown structures are used to map Risks. There can be only one Enterprise level breakdown structure. Named business units can be created and assigned to projects in the Project management Section.

Users can also be assigned projects using the Business Unit in the User Management section.



### Important Functions.

1. There can only be one Enterprise level breakdown structure set (RBS, OBS and WBS).
2. Sample Excel file that can be downloaded and imported to create the BS. Can be used for all the BSs.

Outline Level	BS code	Description
1	Code 1	Description 1
1.1	Code 11	Description 2
2	Code2	Description 3
2.1	Code21	Description 4
2.2	Code22	Description 5
2.2.1	Code 23	Description 6

3. The name of the Enterprise level breakdown structure.

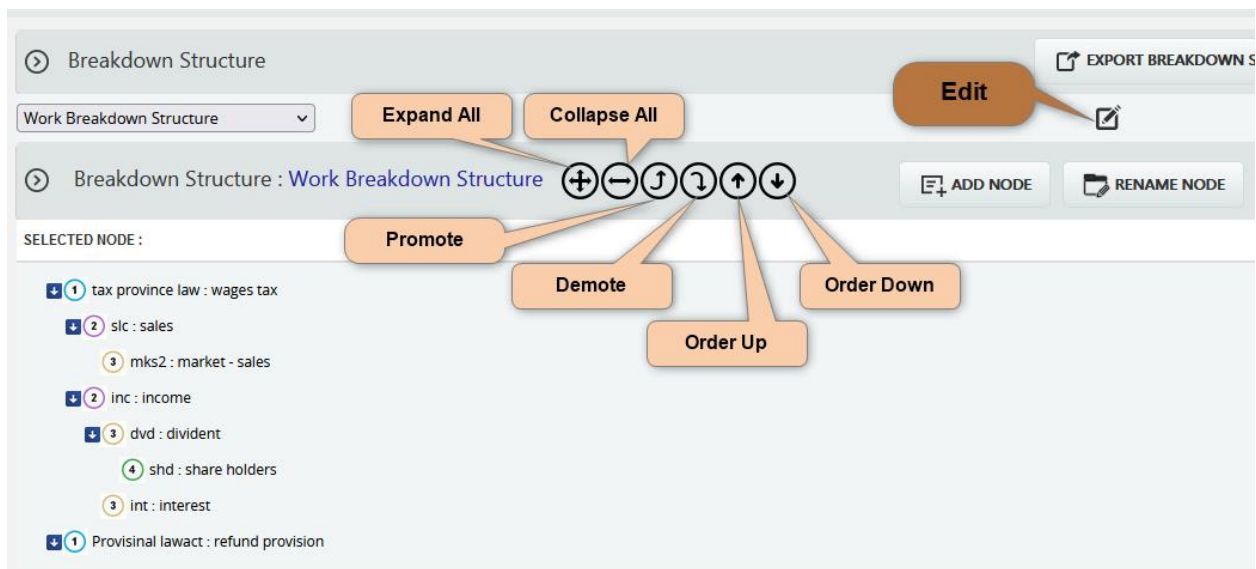


4. Dropdown to load the BS.
5. View icon shows if the BS is created.
6. Edit icon shows if BS is created.
7. Delete icon shows if BS is created.
8. Import icon shows if the BS is not created yet. Use the Excel template to create the structure.
9. Create icon shows if the BS is not created yet.
10. Shows the selected BS structure

Use the EDIT icon to add, rename and restructure nodes.

There are options to Expand, Collapse the tree structure once a structure is selected.

The structure can be modified by using the Promote, Demote, Order Up and order Down icons after selecting the node which will appear in red and on the SELECTED NODE: on selection.

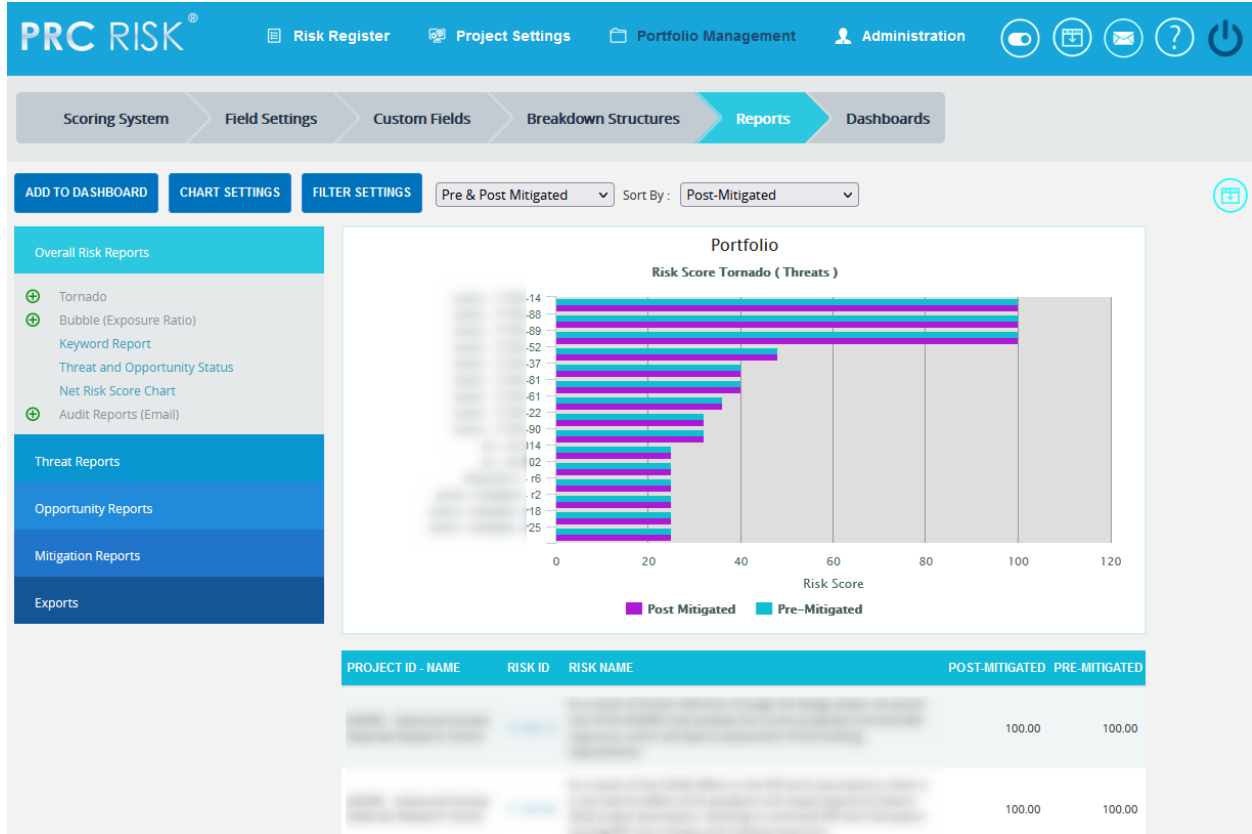


The screenshot displays the 'Breakdown Structure' interface. At the top, there is a dropdown menu set to 'Work Breakdown Structure' and an 'Edit' button. Below this, a toolbar contains 'Expand All' and 'Collapse All' buttons. The main area shows a tree structure under the heading 'Breakdown Structure : Work Breakdown Structure'. The tree lists several nodes, each with a small icon and a number in a circle: 'tax province law : wages tax' (1), 'slc : sales' (2), 'mks2 : market - sales' (3), 'inc : income' (2), 'dvd : dividend' (3), 'shd : share holders' (4), 'int : interest' (3), and 'Provisinal lawact : refund provision' (1). The first node is highlighted in red. To the right of the tree, there are 'ADD NODE' and 'RENAME NODE' buttons. A set of control icons (plus, minus, up, down, left, right arrows) is positioned above the tree. Callout boxes with arrows point to these icons, labeling them as 'Expand All', 'Collapse All', 'Promote', 'Demote', 'Order Up', and 'Order Down'. An 'Edit' callout box also points to the 'Edit' button at the top right.

## Reports (Portfolio)

The portfolio reports are a roll up of the project data to which the user has access to. So the same chart may be different for the users.

The report categories are on the left panel. Each one expands on clicking them. Within each panel, the reports are organized into a tree structure.



The screenshot displays the PRC RISK® interface. The top navigation bar includes 'Risk Register', 'Project Settings', 'Portfolio Management', and 'Administration'. The main navigation menu shows 'Scoring System', 'Field Settings', 'Custom Fields', 'Breakdown Structures', 'Reports', and 'Dashboards'. The 'Reports' section is active, showing 'ADD TO DASHBOARD', 'CHART SETTINGS', and 'FILTER SETTINGS' buttons. A dropdown menu is set to 'Pre & Post Mitigated' and 'Sort By' is set to 'Post-Mitigated'. The main content area features a 'Portfolio Risk Score Tornado (Threats)' chart and a table below it.

PROJECT ID - NAME	RISK ID	RISK NAME	POST-MITIGATED	PRE-MITIGATED
			100.00	100.00
			100.00	100.00


Reports can be added to named dashboards with their Filter Settings and Chart Settings options using the **ADD TO DASHBOARD** button. There can be up to six reports per dashboard.


**FILTER SETTINGS** is used to define filters for the report and enable them to be shared with other users.

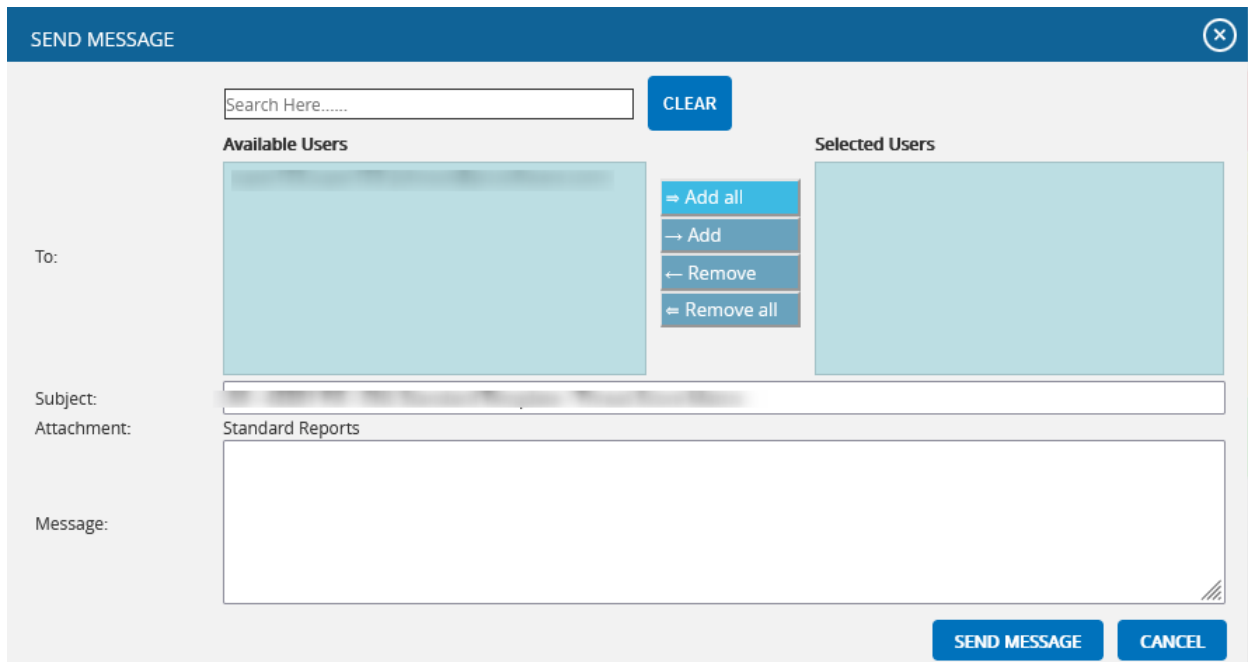
**CHART SETTINGS** is used to edit the colors, the labels of the charts, and the script associated with each chart.

A couple of quick chart options may be displayed along with these settings depending on the chart.

There is Export option associated with each report. Export to MS Office, PDF files etc. are available depending on the type of data for the report.

Click on the **Set As Default** icon  to set a chart as default when the report page is loaded.

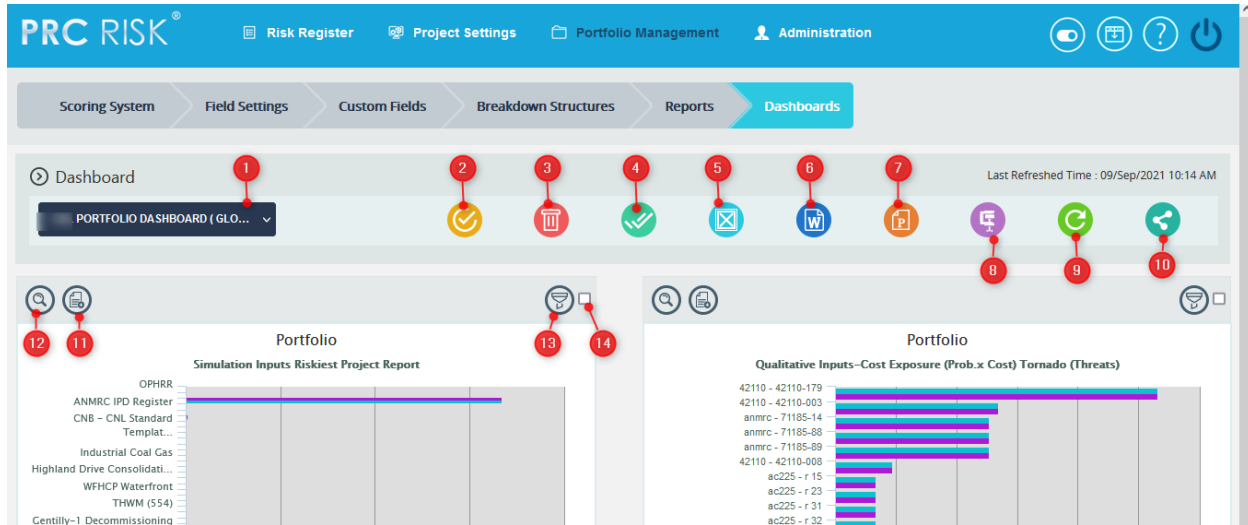
Click on the E-mail icon  towards the top right of the screen to send the chart as an email attachment to a user in the system.











The screenshot shows a "SEND MESSAGE" dialog box with a blue header bar containing a close button (X). Below the header is a search bar with the placeholder text "Search Here....." and a "CLEAR" button. The main area is divided into two columns: "Available Users" on the left and "Selected Users" on the right. Between these columns are four buttons: "Add all", "Add", "Remove", and "Remove all". Below the user lists are fields for "To:", "Subject:", and "Attachment:" (containing the text "Standard Reports"). A large text area for "Message:" is at the bottom. At the bottom right, there are "SEND MESSAGE" and "CANCEL" buttons.


## Dashboards (Portfolio)

Dashboards give an overview of the Project portfolio. There can be any number of dashboards and maximum of six charts per dashboard. A default Portfolio Dashboard is created for every user.



## Dashboard Functions

1. Select Dashboard. Select from the dropdown to load a dashboard.
2. Set the Selected Dashboard as the default for the project. 
3. Delete the selected Dashboard. 
4. Select all the charts in the Dashboard. 
5. Unselect all the charts in the Dashboard. 
6. Export the selected Chart to MS Word with their script. 
7. Export the selected Chart graphics to MS PowerPoint. 
8. Export the selected Chart graphics to a zipped file for download. 
9. Refresh the charts in the dashboard to reflect the latest changes. 

10. Share with other users / Save the Dashboard in another name. 

11. Drill down to the Chart in Report Section. 

12. Add the current chart to another Dashboard. 

13. See the filter if one is applied.

14. Use the check box to Check / Uncheck that Chart for export.