

RiskManager is the electronic web-based database administered by the Risk and Insurance Team. which captures all Risk Registers and Compliance Registers.

Prior to using RiskManager, you'll need to be set up as a user, just contact the Risk and Insurance Team on ext 68112 or 68083.

This is an introductory training tool which will cover the main functions that you will need to use - "Maintain Risks", "Record Action Progress" and "Reports".

We can provide a personal training session if requested. A very useful on-line help is also available and if you get really stuck, just call us on 68112 or 68083.

To gain access to RiskManager, just type the address — <http://www2.deakin.edu.au/RiskManager/> into Internet Explorer (nb. – RiskManager doesn't work with Mozilla). The screen below will open:

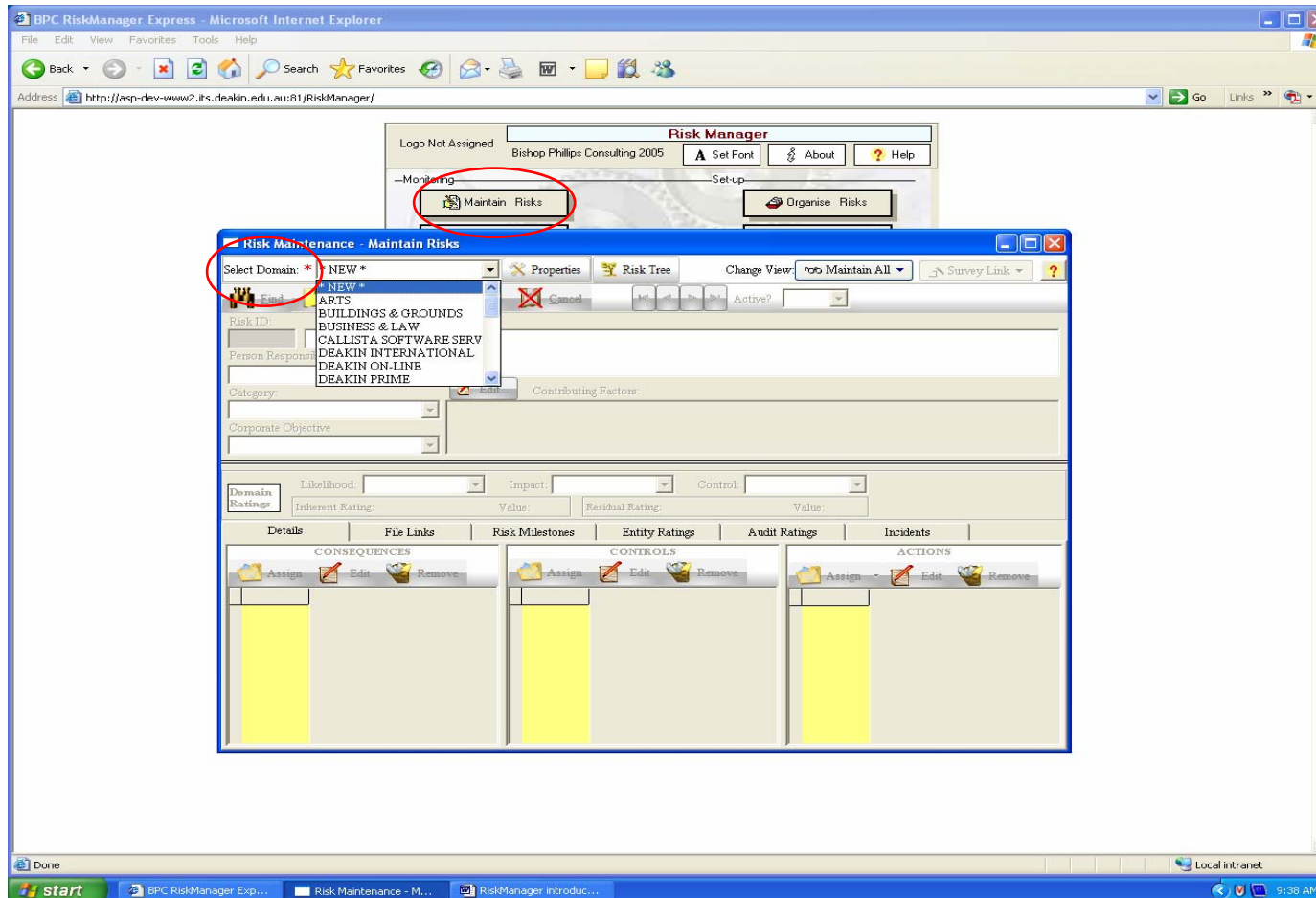
This is the main option for capturing and editing your identified risks.

If you just want to update the status of your actions, this option will make it easier.

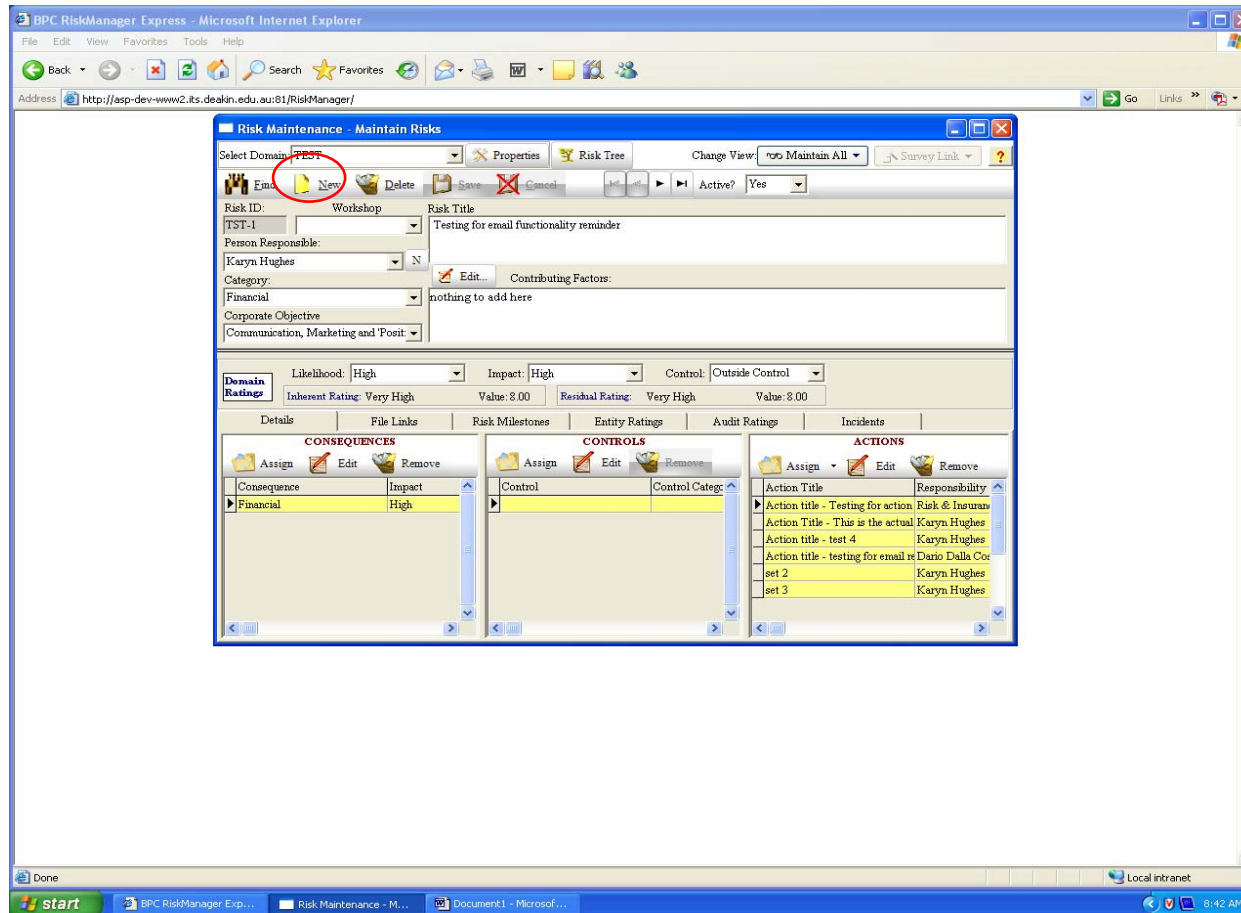
The reporting function offers a variety of reports.

The screenshot shows the Risk Manager web application interface. At the top, there is a header with the text "Logo Not Assigned" and "Bishop Phillips Consulting 2005". Below this, there are several navigation buttons: "Maintain Risks", "Record Action Progress", "Reports", "Organise Risks", "Create Workshops", and "Administration". The "Maintain Risks" button is highlighted with a mouse cursor. The "Record Action Progress" button is also highlighted. The "Reports" button is highlighted with a mouse cursor. The "Administration" button is also highlighted. The interface is displayed in a Microsoft Internet Explorer browser window. The address bar shows the URL "http://www2.deakin.edu.au/RiskManager/". The status bar at the bottom of the browser window shows the user's connection information: "Connection: Risk-Manager", "User: Karyn Hughes", and "Role: ADMINISTRATOR".

To enter new risks – “Maintain Risks”



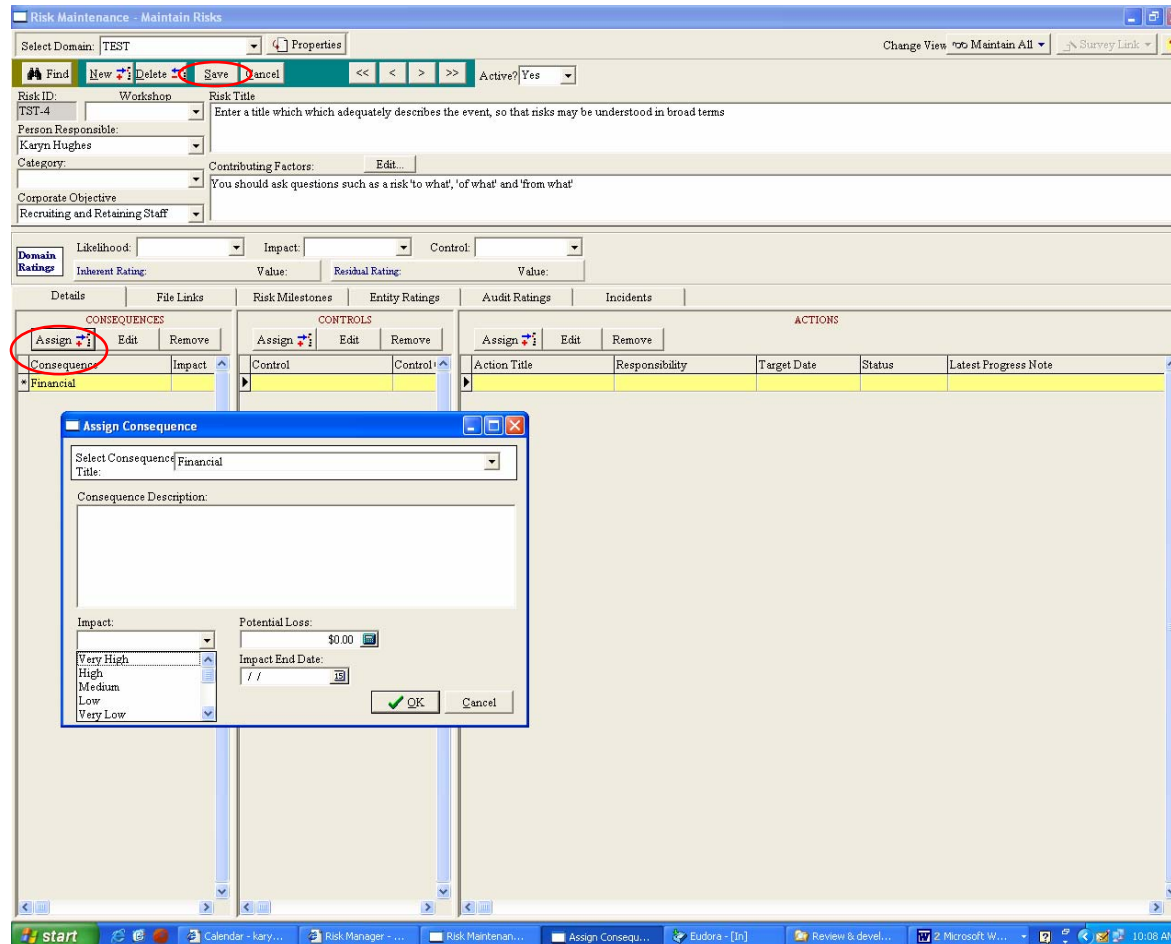
- Step 1. On the main screen, select “Maintain Risks”
- Step 2. Select the “Domain”. You will only have access to the organisational areas relevant to you.



- Step 3.** Select "New"
- Step 4.** Enter the Risk Title – this is a "Cause and Effect" statement that articulates the risk to the University.
- Step 5.** Enter a description of the contributing factors.
- Step 6.** Select the appropriate "Category" and "Corporate Objective" from the drop down list.

Note: The "Person Responsible" will be automatically propagated with the Risk Register owner, or you can change the "Person Responsible" from the drop down list. If required.

Deakin University RiskManager Introduction

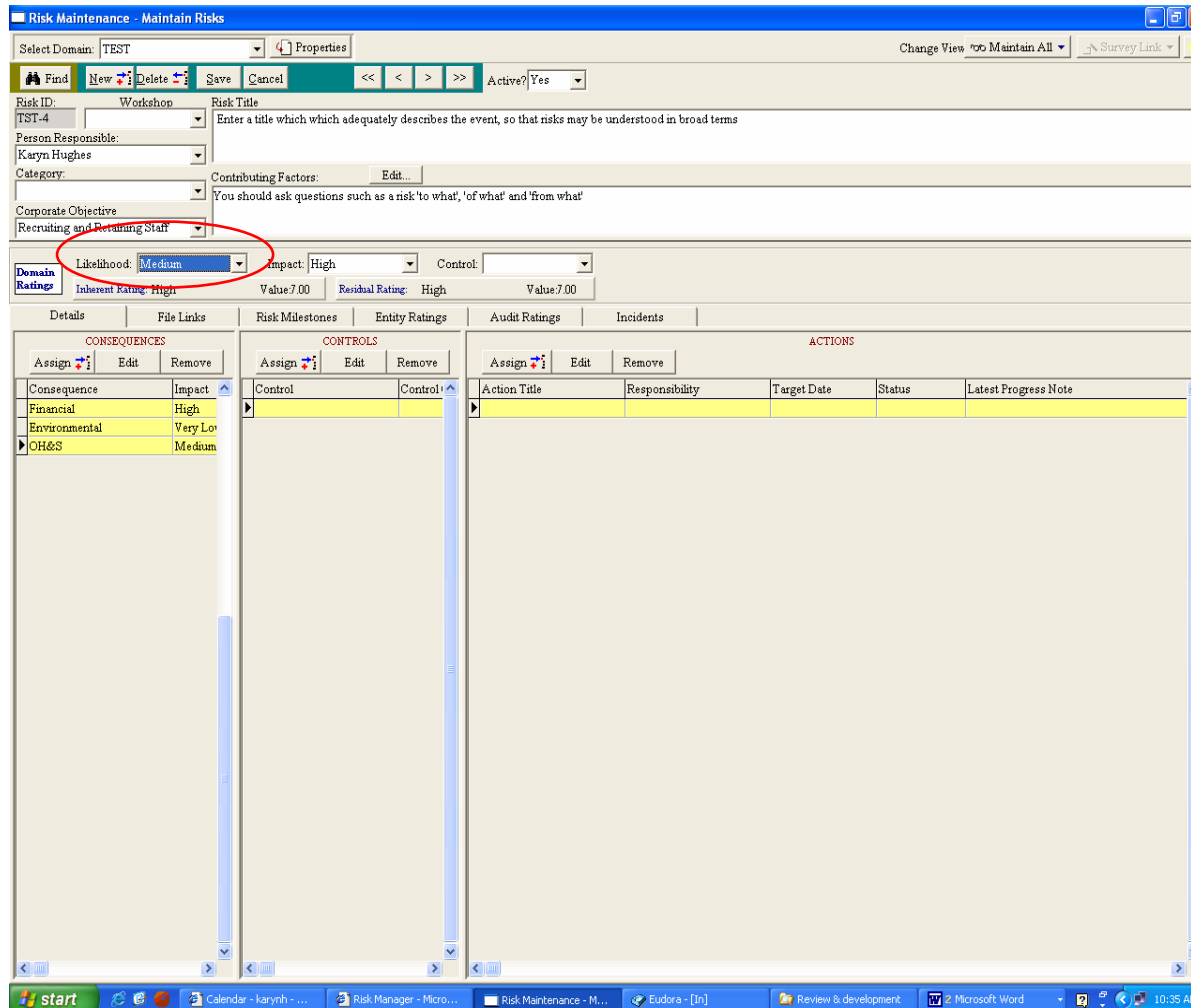


- Step 7. Select "Assign" under Consequences
- Step 8. Select the "Consequence Title" from the drop down list (refer to the Deakin University Risk Criteria)
- Step 9. Select the "Impact" from the drop down list (refer to the Deakin University Risk Criteria)
- Step 10. Click OK
- Step 11. Repeat steps 7 & 8 until all impacts have been captured
- Step 12. This is a good time to save this information – so just click on "save".

Special note: Once a risk has been created and saved in your Risk Register you can't delete it.

But you can change its status to inactive. Just click on the drop down next to "Active?" and change it to No.

Deakin University RiskManager Introduction

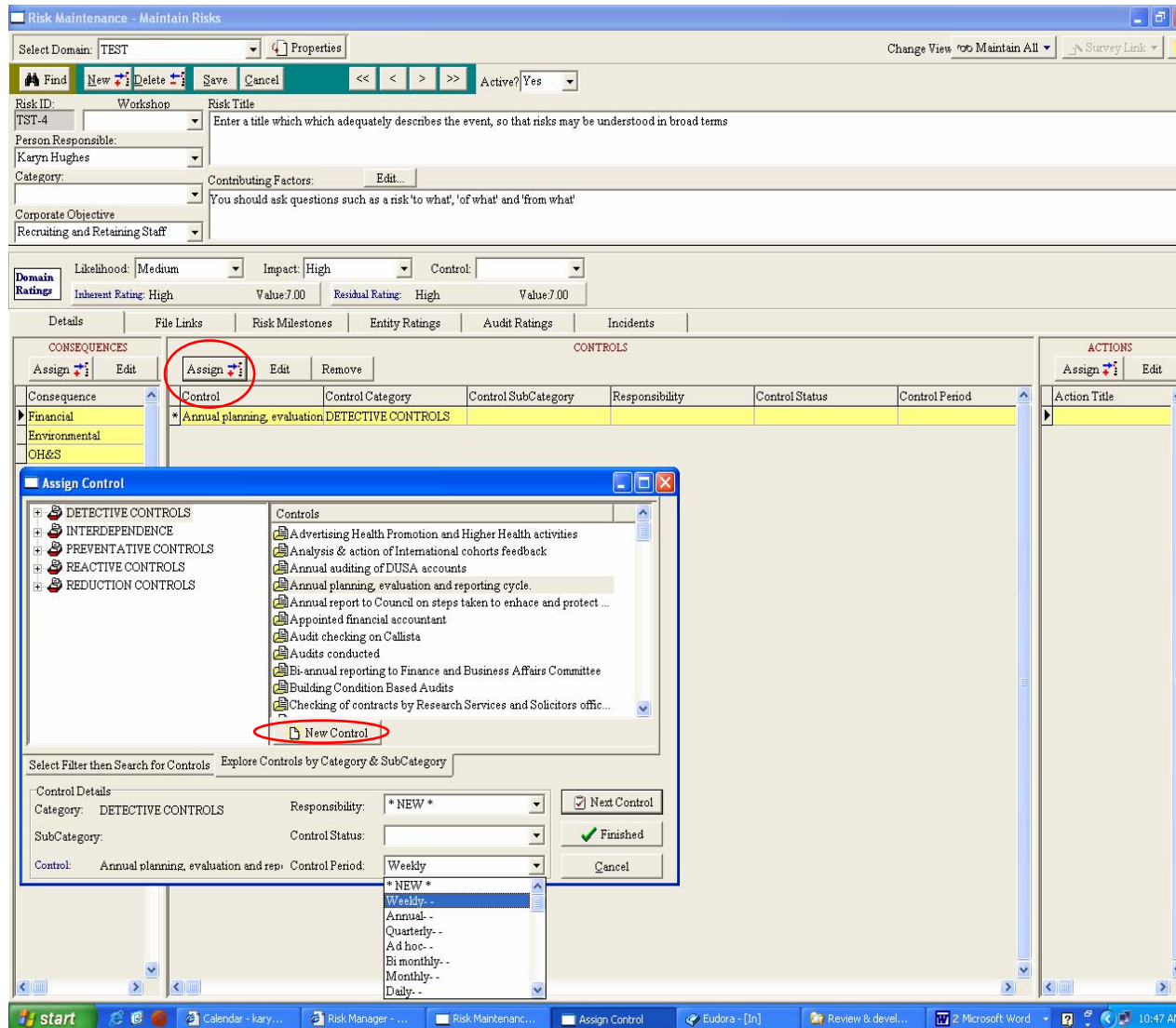


You will note that the "Impact" rating has automatically populated in accordance with your assigned consequences.

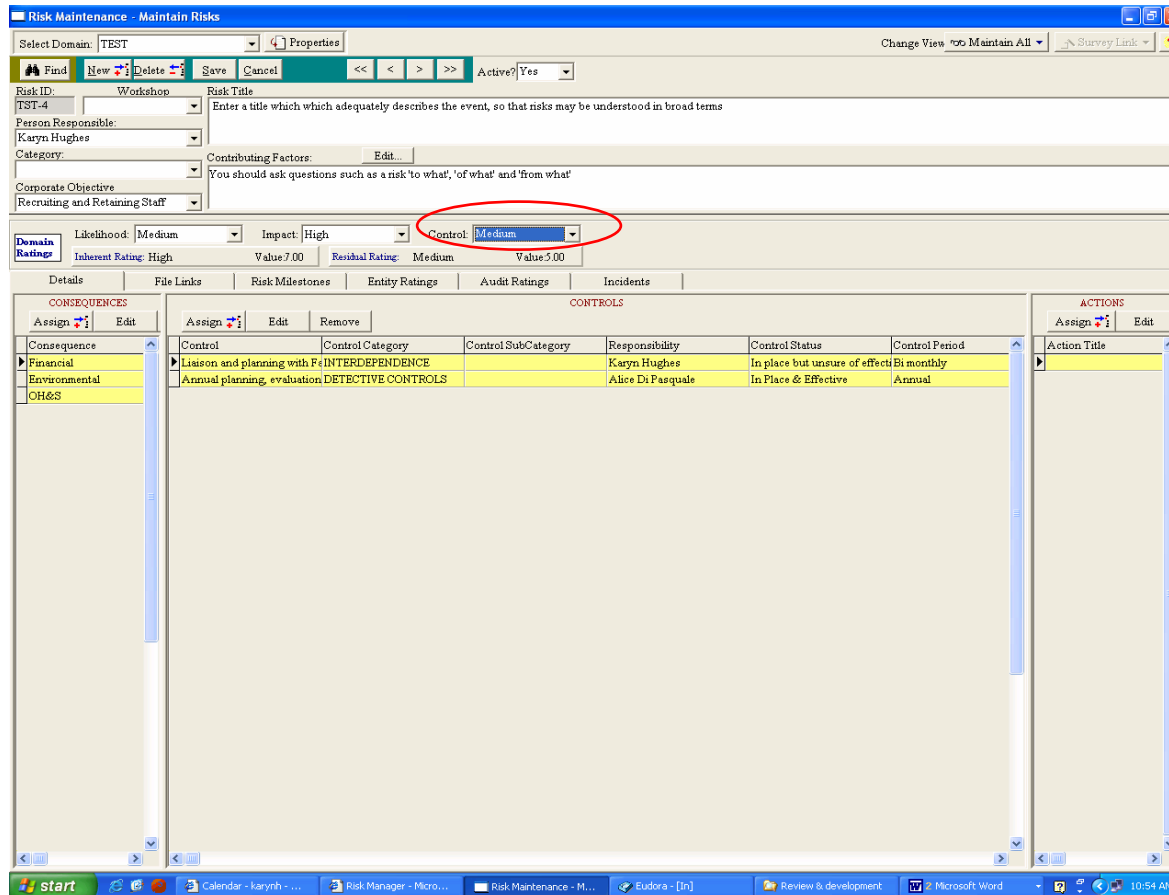
Step 13. Select the "Likelihood" from the drop down list (refer to the Deakin University Risk Criteria)

You will notice that the "Inherent Risk" Rating and "Residual Risk" Rating have automatically populated

Deakin University RiskManager Introduction

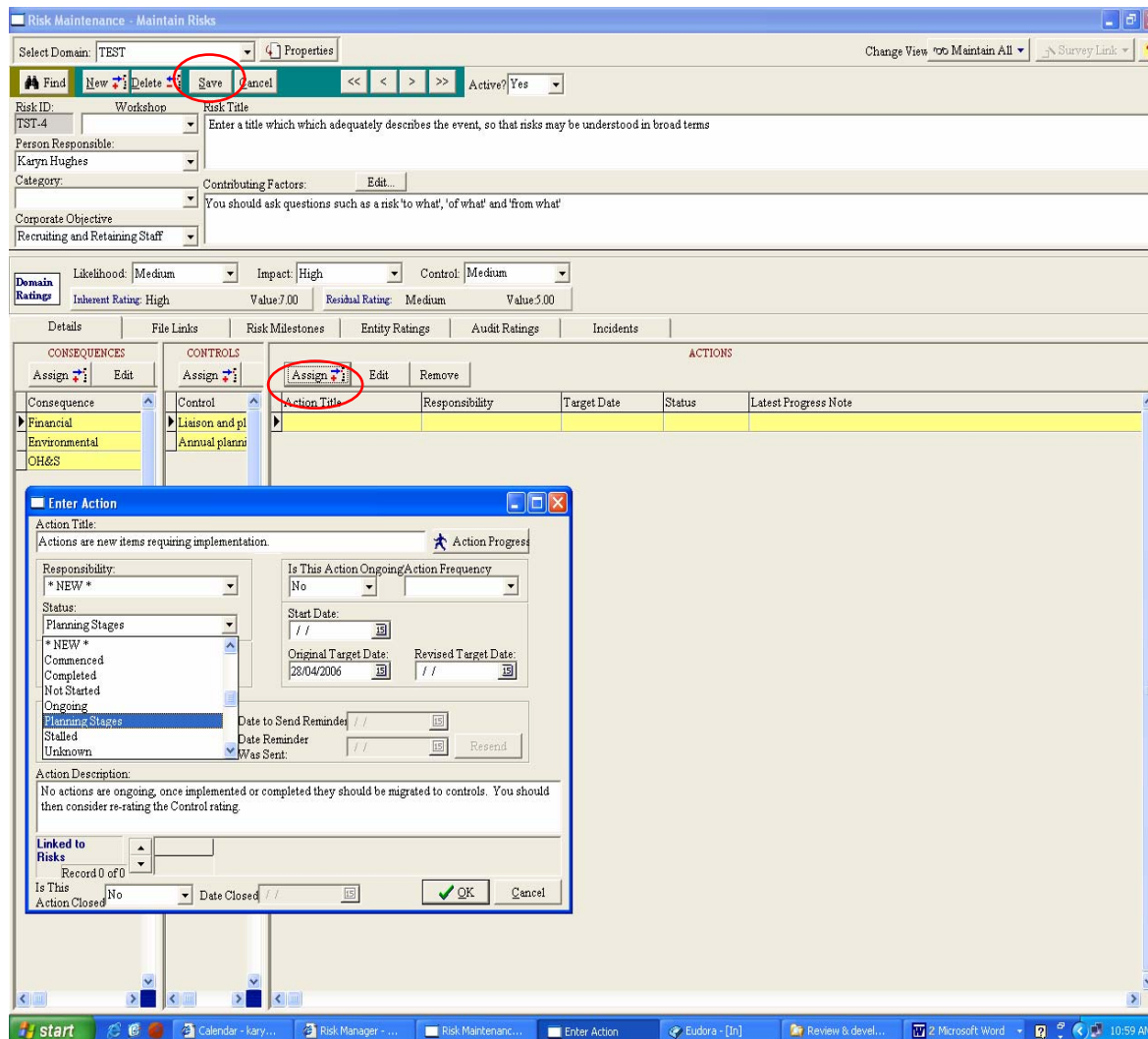


- Step 14. Select "Assign" under the Controls field.
- Step 15. Select the appropriate "Control Category" and descriptive control. Each category of control has its own list of controls.
- Step 16. If a control is not already in the list, you can add it, by selecting the "New Control" tab and entering details of the new control.
- Step 17. Select the appropriate "Responsibility", "Control Status" and "Control Period" from the drop down
- Step 18. Click "Next Control" and repeat the above steps until you have entered all controls.
- Step 19. Click on "Finished".



Step 20. Select the “Control” rating from the drop down list (refer to the Deakin University Risk Criteria)
<http://www.deakin.edu.au/fbsd/risk/criteria.pdf>

You will notice that the “Residual Risk” Rating has reduced.



Step 21. Select the assign option under “Actions” and then choose “new action”.

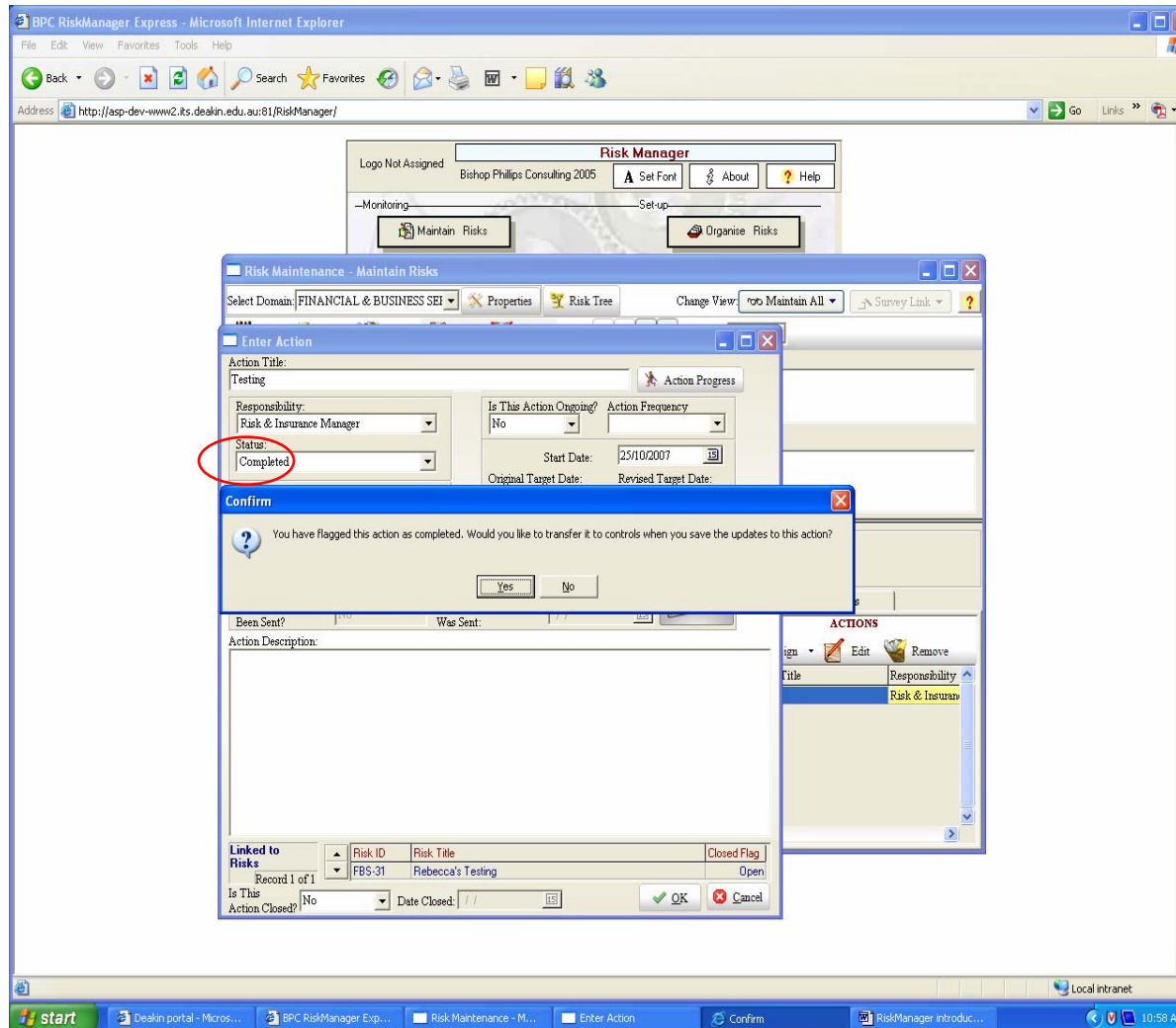
Step 22. Type in the “Action Title”. If you need to add more detail use the field “Action Description”

Step 23. Select the appropriate “Responsibility”, “Status”, “Category” and “Sub-category” options from the drop down lists.

Step 24. Enter the “Original Target Date”

Step 25. Click OK to save.

Step 26. Repeat above steps until all the actions have been captured.



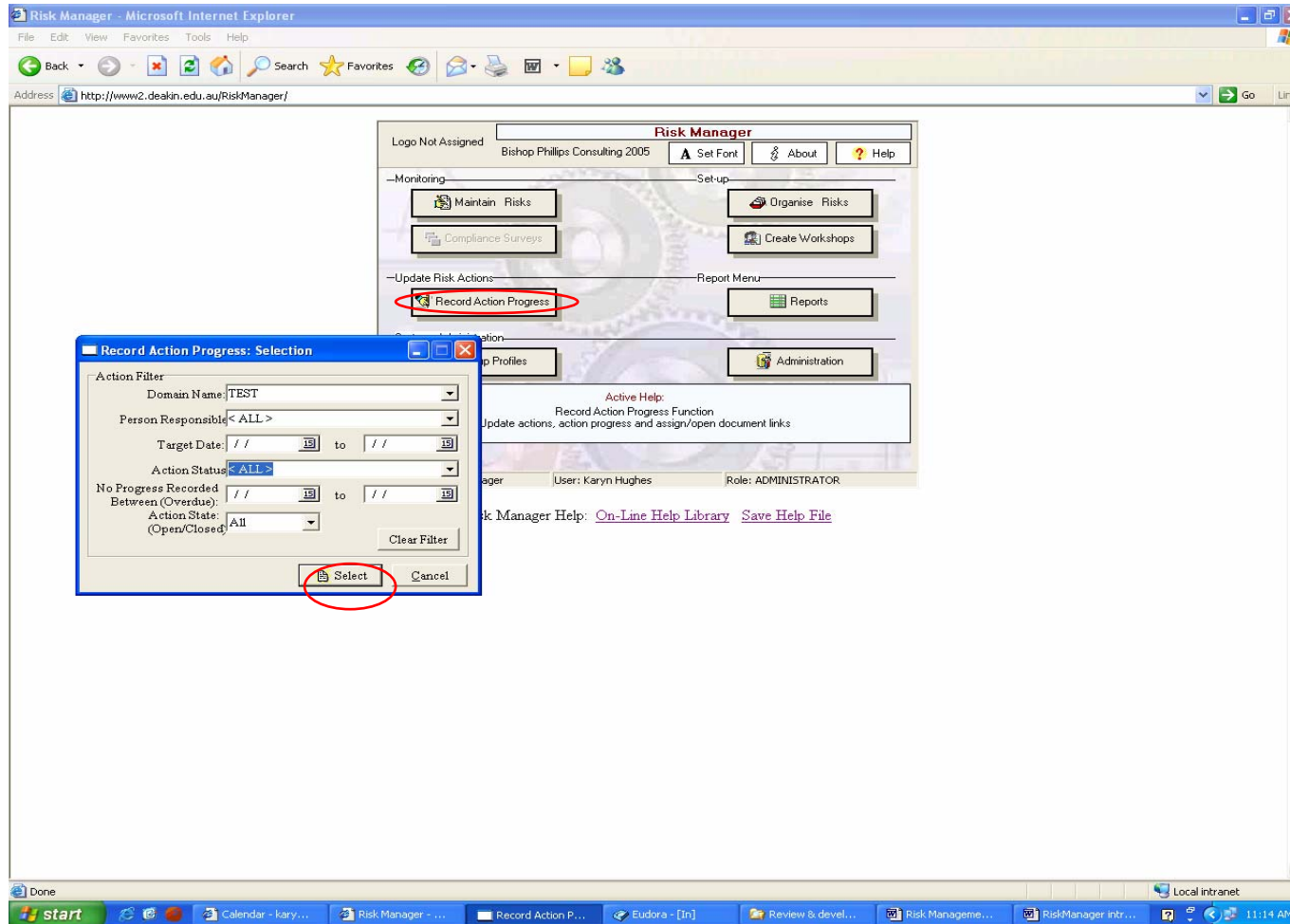
Step 27. If you want to close an Action, check the "Completed" option in the drop down box.

Step 28. A text box will come up, asking if you want to move the Action to the Controls.

Step 29. Select "Yes" or "No"

Now press Save

To update existing Actions – “Record Action Progress”



- Step 1. On the main screen, select “Record Action Progress”
- Step 2. Select from the drop downs the filter parameters you wish to use.
- Step 3. Press Select.

Record Action Progress

Action Title	Responsibility	Ongoing Action?	Start Date	Original Target Date	Revised Target Date	Send Reminder?	Mail Reminder Sent?	Closed?	Estimate
Actions are new items requiring implementation.	Alice Di Pasquale	No		28/04/2006		No	No	No	
Complete a worksafe proforma risk assessment on all hazardous manual	Alice Di Pasquale	No	28/04/2006	31/03/2006		No	No	No	
Just using for setting up report	Wayne Eason	No				No	No	No	
RETAIN	Risk and Insurance Manage	No	7/04/2006	29/04/2006		Yes	No	No	
RETAIN TEST NO 2 TO SEE IF SOMETHING IS MARKED AS COMPL	Karyn Hughes	No	3/04/2006	5/04/2006	7/04/2006	Yes	No	Yes	

Linked Risks

Risk Code	Description	Closed Flag
TST-4	Enter a title which which adequately describes the event, so that risks may be underst	Open

Action Progress

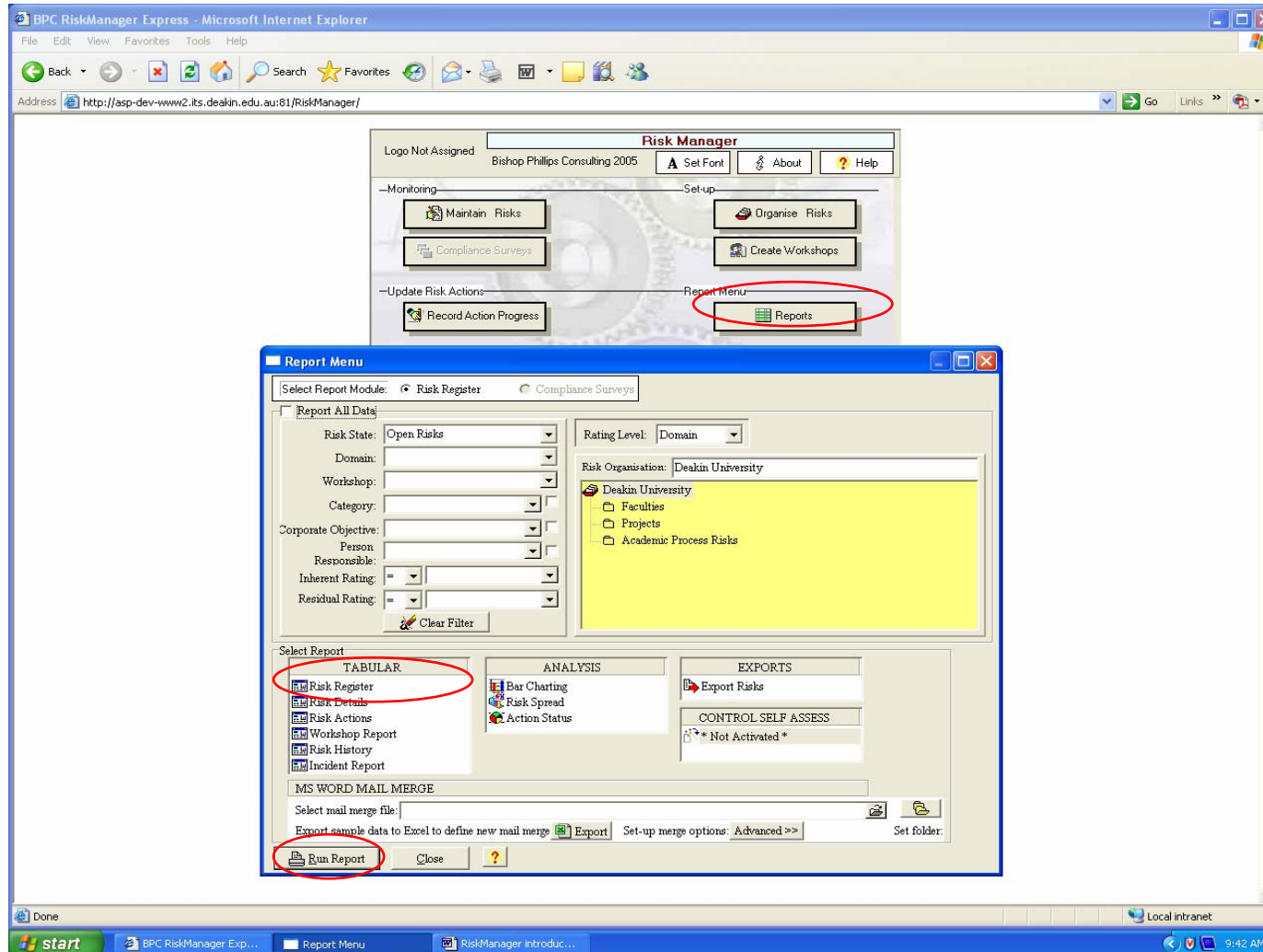
Progress Report Date	Date Action Taken	Action Status	Notes
12/04/2006	12/04/2006	Completed	

Progress Links

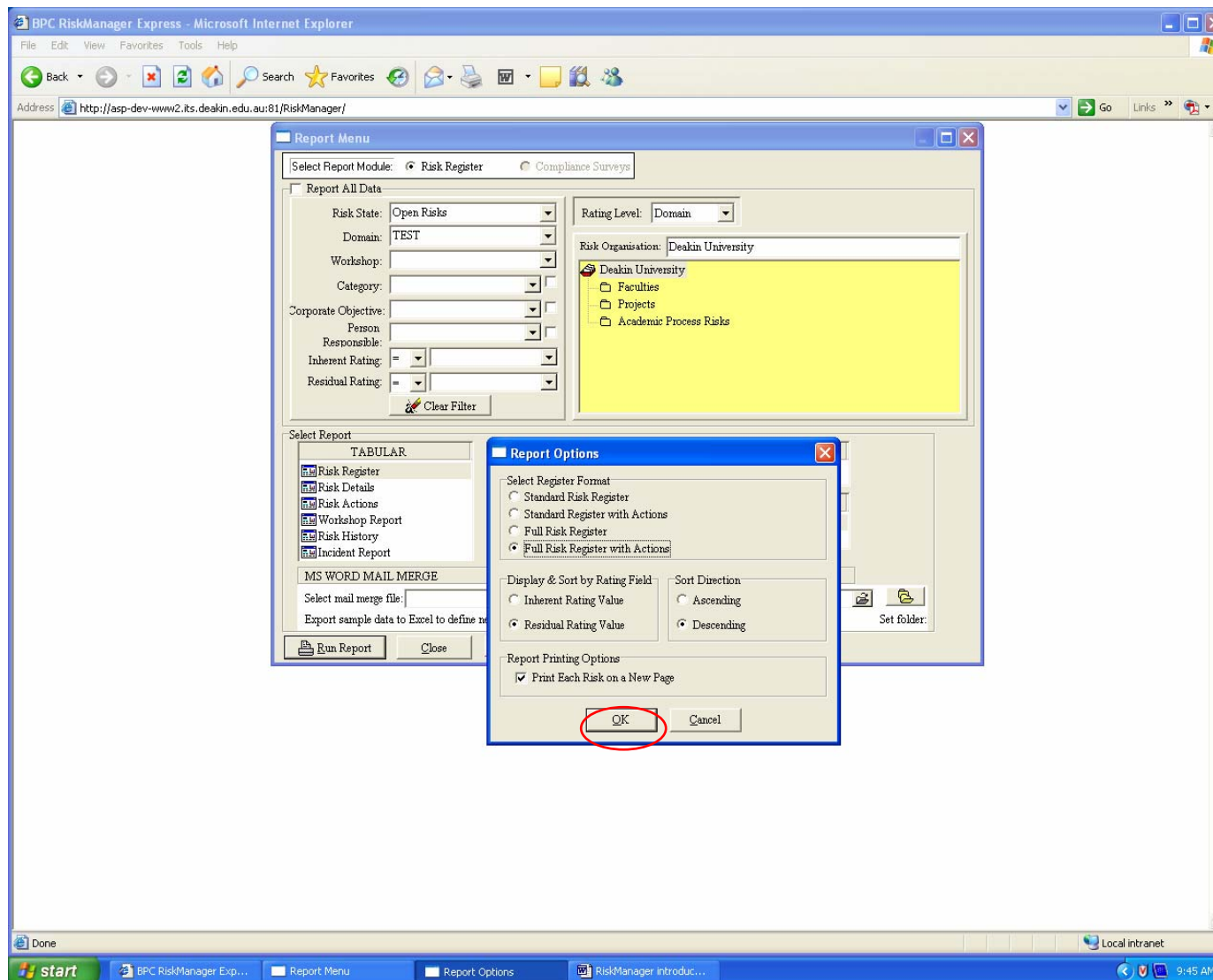
Record 0 of 0

- Step 4. Select the action you wish to edit.
- Step 5. Update as required using the drop down functions in the "Action Progress" fields.
- Step 6. Click on Save.
- Step 7. You can also close an Action in this screen.
- Step 8. Select the "Completed" option in the drop down box.
- Step 9. A text box will come up, asking if you want to move the Action to the Controls.
- Step 10. Select "Yes" or "No"
- Step 11. Then select the "OK" box.
- Step 12. A message will come up, confirming the transfer. Select the "Finished" button.

Reports



- Step 1.** On the main screen, select "Reports".
- Step 2.** Select from the drop down boxes the filter parameters you wish to use.
- Step 3.** Select the type of report you wish to run. This will usually be "Risk Register".
- Step 4.** Click on "Run Report"



Step 5. Choose the report options you require.

Step 6. Click OK.

Report Preview :

ThumbnailNails Search Results

Standard Risk Register Report

Rating Level=Domain, Open Risks, Domain=FINANCIAL & BUSINESS SERVICES (Order by Residual Rating Value)

Risk Code	Risk Title	Risk Category	Consequences	Contributing Factors	Controls	Impact	Likelihood	Inherent Rating	Control Rating	Residual Rating	Actions
FBS-24	The overseas environment may change drastically reducing the influx of overseas students and associated income	Financial Internationalisation	<ul style="list-style-type: none"> Financial Business Efficiency 	<ul style="list-style-type: none"> The international environment is erratic and out of the University's control Revised course prices may impact negatively on student demand Rising Australian dollar 	Head of SBS [DETECTIVE CONTROLS] • FBAC reports [REACTIVE CONTROLS] • Expenditure curtailed if revenue targets not met [REDUCTION CONTROLS] • Financial reserves established & regularly reviewed	Very High	Very High	Very High	Out of Control	Very High	

Printed: 25/10/2007 Deakin University Page: 1

Step 7. The report will appear. Print or Save as you require, using the icons on the top row.

Reports can be saved as a PDF file.

Any Questions? Just call the Risk and Insurance team on xt. 68083 or xt. 68112.