

Manage Risk and Controls

Simon Ormsby - 2023-12-06 - Manage Content

[Manage Risks and Controls in Holocentric Connect](#)

This help article is split into six sections:

1. Introduction to risks and controls
2. User permissions
3. Risks register
4. Add a risk
5. Add a control
6. Attach risk or control to a process step

1. Introduction to risks and controls

Risk and controls are two item types that allow you to record risk management information within your Connect Web App.

Risks and controls allow you to:

- conduct risk assessments by creating risks within the Web App
- create and assign controls to record how each risk will be managed
- attach controls to a process step.

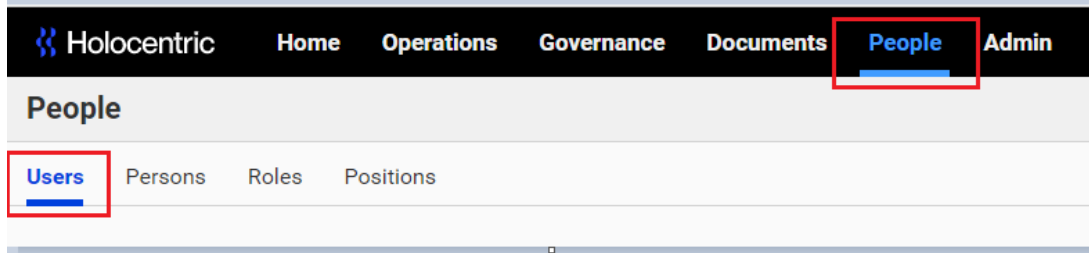
2. User Permissions

All system administrators can add, edit and attach risks and controls. In addition, two user permissions have been added. These permissions are:

Permission level	Description
Risk Viewer	View Risks
Risk Editing	Add, Edit and View Risks

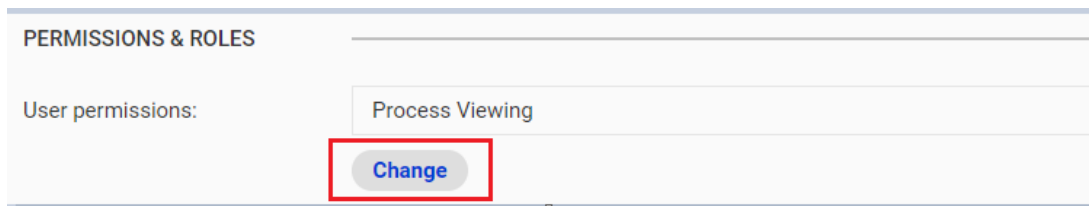
Administrators can assign one or both of these permissions to any user in the system by following the instructions below:

2.1 Go to **People>Users** and click on the relevant user to open the details for that user.

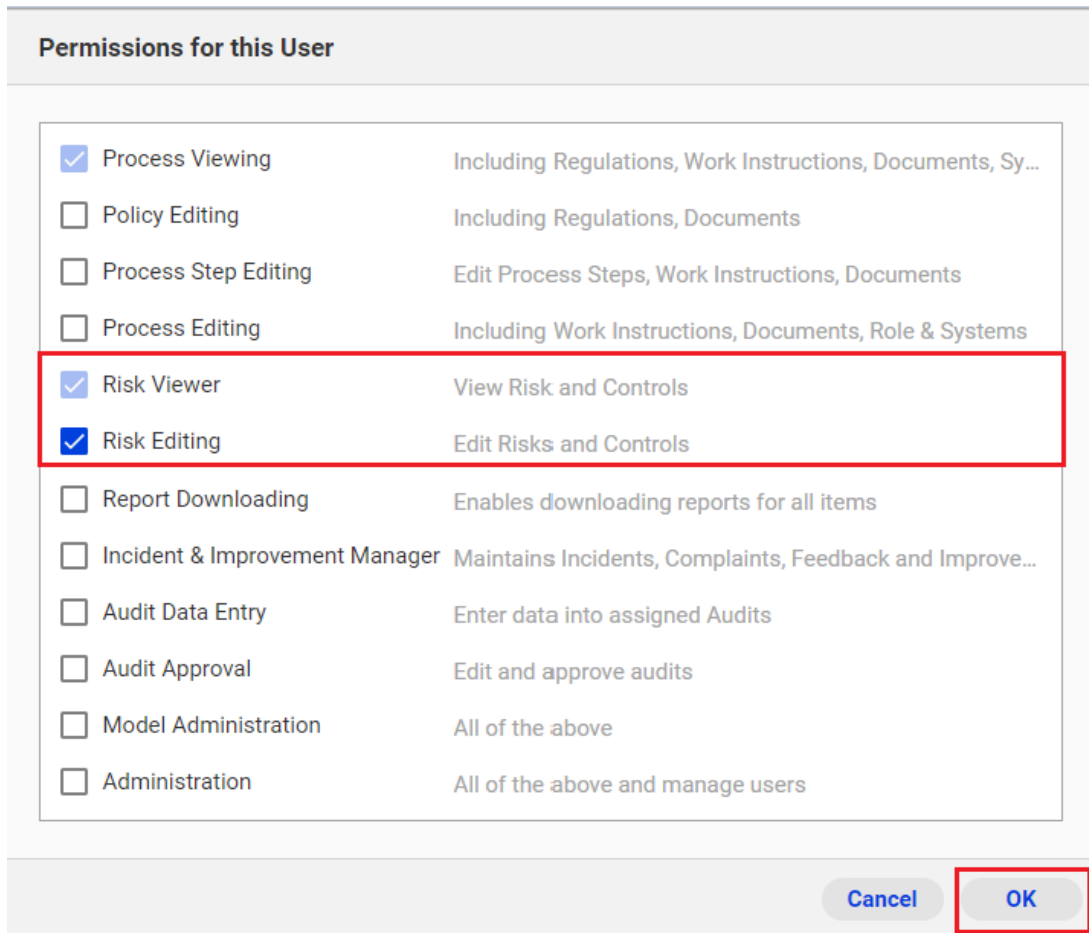


**Image is for illustrative purposes only. Menu bar options vary based on your permissions or organisation's subscription .*

2.2 Scroll down to **User permissions** and click **Change**.



2.3 Select all applicable permissions and click **OK**.



2.4 Click Save.

People > Users Search 🔍

Holocentric Support User Details ↑

Profile & Permissions Responsibilities Knowledge Scores Required Reading

User activated: Activated (7 users activated, your subscription limit is 20 users) Cancel

USER PROFILE _____ Save

3. Risks Register

The list of risks (**Governance>Risks**) in your Web App is your organisational risks register. You can filter or sort content using the ribbon above the content list. For example, you can sort risks from High to Low to identify areas with greater levels of risk.

Use the arrows above each column to sort the content in the category.

Governance Search 🔍

Browse Policies Regulations Controls **Risks** ↑

Risks to your organisation Delete Download Open Add New Risk

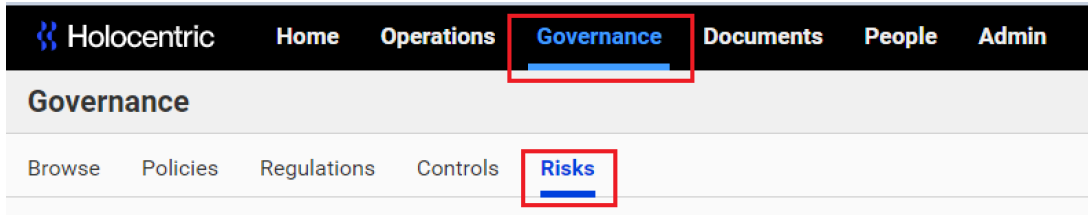
Risk name ▲	Inherent rating ▾	Rating with Control ▾	Next review ▾	Status ▾
filter list to text entered here	filter list to t...	filter list to text ...	No filter... ▼	Published
🚩 Employee conduct breach			29 Apr 2023	Published
🚩 Hiring staff with false credenti...			29 Sep 2023	Published v1
🚩 Legislative change impacting ...			31 Mar 2023	Published
🚩 Phishing attack on staff mem...				Published
🚩 Poor financial forecasting acc...	Medium			Published v1
🚩 Procurement is made without ...				Published v1
🚩 Staff injury while on-site			31 May 2023	Published

Refer to the following table for guidelines about available content filters:

Field	Description
Risk name	The title of the risk.
Inherent rating	The rating of the risk without controls in place.
Rating with Control	The rating of the risk with controls in place.
Next review	Date of next risk review.
Status (if RM is enabled)	The publication status of the risk (i.e. Draft, Awaiting Approval, Ready to Publish or Published).

4. Add a Risk

4.1 Access the **Governance** tab and click on the **Risks** subtab.



**Image is for illustrative purposes only. Menu bar options vary based on your permissions or organisation's subscription .*

NOTE Release Management Features

If you have Release Management features enabled, your Release Management Workflow will appear. Click OK to start editing.

4.2 Click **Add New Risk**.



4.3 Complete all relevant fields.

The risk assessments can be undertaken without controls (first 3 drop down fields) and with controls (last 3 drop down fields). Most organisations will undertake risk assessments with controls.

ASSESSMENT	
Inherent risk likelihood:	Not assessed ▼
Inherent risk consequences:	Not assessed ▼
Inherent risk rating:	Not rated ▼
Likelihood with Control:	Not assessed ▼
Consequences with Control:	Not assessed ▼
Risk rating with Control:	Not rated ▼

Field	Description
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Risk name (<i>mandatory</i>)	The name of the risk.
Description (<i>optional</i>)	A detailed description of what the risk involves.
External reference identifier (<i>optional</i>)	If required, a code or reference for this risk (if the risk is also recorded in a different risk system).
External source link (<i>optional</i>)	The source internet URL if linked from an external system
Required resolution date (<i>optional</i>)	The date by which the risk must be managed/resolved.
Actual resolution date (<i>optional</i>)	The date when the risk was managed/resolved.
Related Processes (<i>optional</i>)	Processes relevant to the risk
Controls to mitigate this risk (<i>optional</i>)	Any controls that must be used to mitigate the risk. Click Select to attach all applicable controls. You can choose from any controls that have been entered into your Connect Web App.
Related Improvements (<i>optional</i>)	Improvements that are related to the risk
Related Stakeholders	Any positions that are stakeholders to this risk
Inherent risk likelihood (<i>optional</i>)	The likelihood of the risk if there are no controls in place (rare to almost certain).
Inherent risk consequences (<i>optional</i>)	The consequences of the risk if there are no controls in place (insignificant to extreme).
Inherent risk rating (<i>optional</i>)	The inherent rating of the risk if there are no controls in place (low-high).
Likelihood with Control (<i>optional</i>)	The likelihood of the risk if there are controls in place (rare to almost certain).
Consequences with Control (<i>optional</i>)	The consequences of the risk if there are controls in place (insignificant to extreme).
Risk rating with Control (<i>optional</i>)	The inherent rating of the risk if there are controls in place (low-high).
Keywords for 'Search' (<i>optional</i>)	Keywords that users can search for the risk to appear as a search result.

Remove from view If ticked, this item will only be visible to system Administrators in the hidden items subtab (under the Admin tab).

4.4 Click **Save**.

The screenshot shows the 'Risk' edit form for 'Staff injury while on-site'. The form is in 'Draft' status. The 'GENERAL DETAILS' section includes fields for 'Risk name', 'Description', 'External reference identifier', and 'Internal system identifier'. The 'Internal system identifier' field contains 'RISK-0002'. The 'Save' button is highlighted with a red box.

NOTE Release Management Features

If you have Release Management enabled, approve and publish the risk using the [Release Management workflow](#).

5. Add a Control

5.1 Access the **Governance** tab and click on the **Controls** subtab.

The screenshot shows the navigation menu with 'Governance' highlighted. Under 'Governance', the 'Controls' subtab is also highlighted. Below the navigation, the text 'Controls for mitigating Risks to the organisation' is visible.

Note Release Management Features

If you have RM enabled, approve and publish the risk using the [RM workflow](#).

5.2 Click **Add New Control**

The screenshot shows the 'Controls' subtab selected. At the bottom right, the 'Add New Control' button is highlighted with a red box.

5.3 Complete all relevant fields.

Governance > Controls
Search

Add a new Control

GENERAL DETAILS

Control name: →

Description:

External reference identifier:

External source link:

Type: No type ▼

Nature: No nature ▼

Priority: No priority ▼

Frequency: No frequency ▼

RELATED ITEMS

Mitigates these risks:

Add

Related Stakeholders:

Add

Cancel
Save

Field	Description
Control name <i>(mandatory)</i>	The name of the control.
Description <i>(optional)</i>	A detailed description of the control.
External reference identifier	An identification code/number for the item. This can be used if the item is being migrated from a different system or if a system of identifiers is required. This field is optional.
External source link	The source internet URL if linked from an external system
Type <i>(optional)</i>	<p>How the control will be implemented:</p> <ul style="list-style-type: none"> Manual=the control implemented and managed by people. IT Department=the control needs some information technology systems to be implemented and managed. Automated=information technology systems can implement and manage the control automatically (i.e. without the involvement of people).
Nature <i>(optional)</i>	<p>The nature of the control:</p> <ul style="list-style-type: none"> Preventative= the control will be implemented to prevent risks. Detective= the control will be implemented to detect the presence of risks. Corrective= the control will be implemented to correct risks.

Priority <i>(optional)</i>	The implementation priority of the control (primary, secondary or tertiary).
Frequency <i>(optional)</i>	How often the control will be implemented.
Mitigates these risks <i>(optional)</i>	Risks related to this control. Click Add to attach all applicable risks.
Related Stakeholders <i>(optional)</i>	Positions that are stakeholders to this item
Keywords for 'Search' <i>(optional)</i>	Keywords that users can search for the risk to appear as a search result.
Remove from view <i>(optional)</i>	If ticked, this item will only be visible to system Administrators in the hidden items subtab (under the Admin tab).

5.4 Click Save.

NOTE Release Management Features

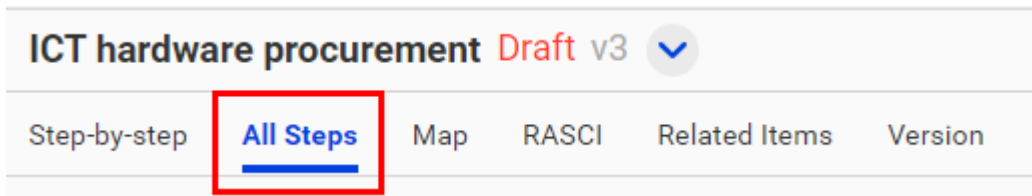
If you have RM enabled, approve and publish the risk using the [RM workflow](#).

6. Attach a risk or control to a process step

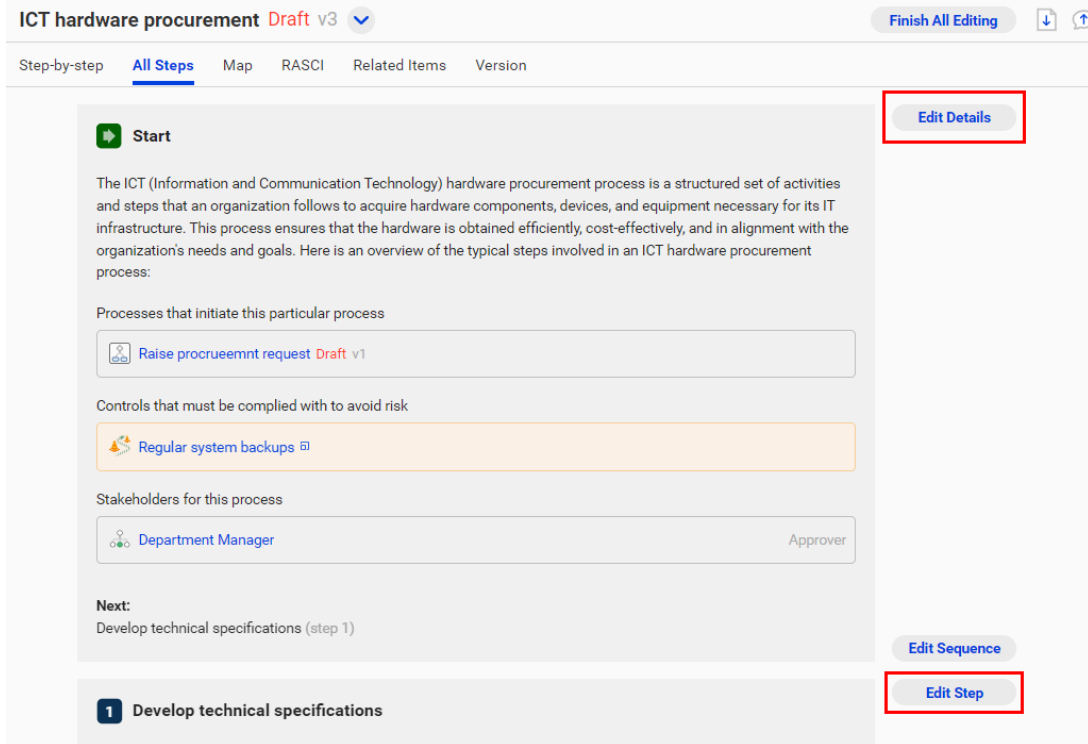
6.1 Access the **Operations** tab and click on and click on the **Processes** subtab. Click on the relevant process to open it.

Process name	Category	Relevant to	Last edited	Next review	Status
Add and connect decision point	Training	all people	01 Jun 2023 04:50 PM		Published v1
Another Process	no group	all people	28 Jul 2023 09:36 AM		Published v4
Create a new process	Training	all people	09 Dec 2021 10:32 AM		Published
External Position Fulfillment	Recruitment & HR Systems	all people	25 May 2023 03:29 PM		Published v2
Hire new position	no group	People and Culture Officer	29 May 2023 05:17 PM		Published v2
ICT hardware procurement	no group	all people	14 Sep 2023 10:11 AM		Published v2
Internal Position Fulfillment	Recruitment & HR Systems	Business Unit Director, Business Unit ...	07 Jun 2023 03:07 PM		Published v4

6.2 Access the **All Steps** subtab.



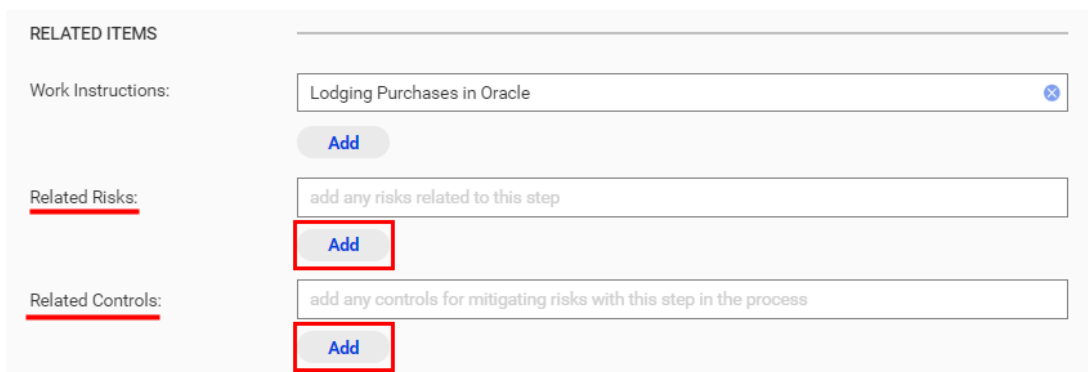
6.3 Click the editing option that relates to the process section/step you want to edit. This could be **Edit Details** (for process start points) or **Edit Step** (for any process step).



NOTE Release Management Features

If you have RM enabled, approve and publish the risk using the [RM workflow](#).

6.4 Scroll to the section titled **Related Risks / Related Controls** and click **Add**.



6.5 Select all applicable risks/controls and click **Select**.

Select a Control	Select a Risk
<p>Control name</p> <p>filter control names to text entered here</p> <ul style="list-style-type: none">Access controlsCapacity planningRegular system backupsRobust health and safety protocols <p>4 items</p>	<p>Risk name</p> <p>filter risk names to text entered here</p> <ul style="list-style-type: none">Downtime or data loss due to IT system failures.Non-compliance with industry regulationUnauthorized accessWorkplace accidents <p>4 items</p>
<p>Cancel</p> <p>Select</p>	<p>Cancel</p> <p>Select</p>

TIP

You can select and attach multiple controls by holding down Ctrl and clicking on each risk that you want to attach.

6.6 Click Save.

NOTE Release Management Features

If you have Release Management enabled, approve and publish the risk using the [RM workflow.](#)

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