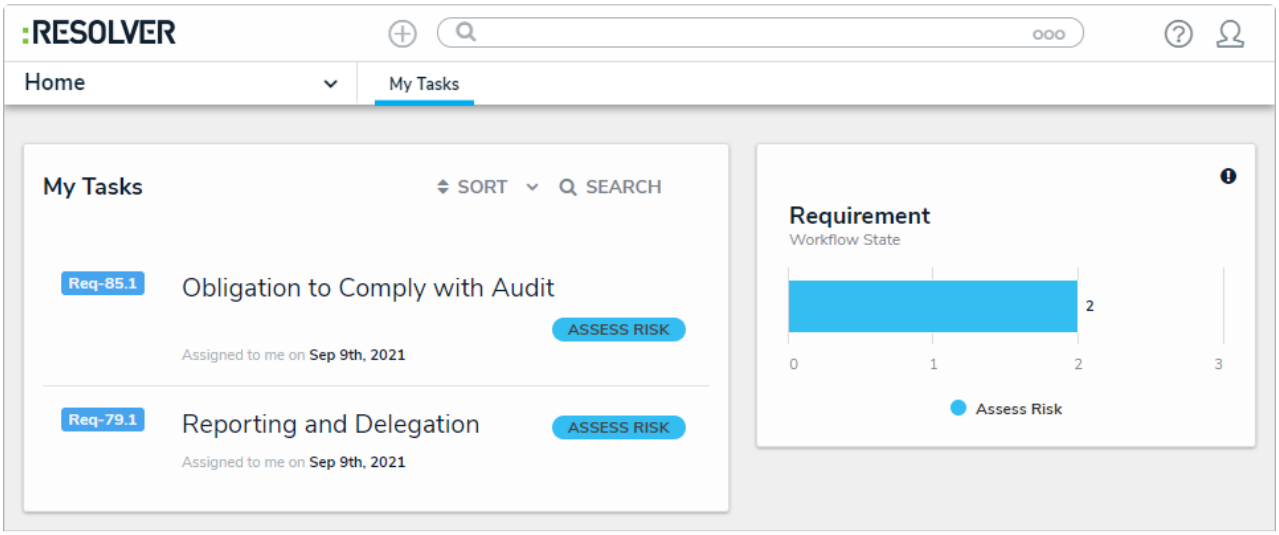
Assess Risk on a Requirement

Last Modified on 09/29/2021 10:56 am MDT

Requirement owners are responsible for documenting issues and ensuring their business unit complies with their assigned requirements by creating new controls or selecting existing controls from the library. Once users in the group have completed their tasks, the requirements are then sent to the Compliance Team for review.

All assigned requirements appear on the My Tasks page.

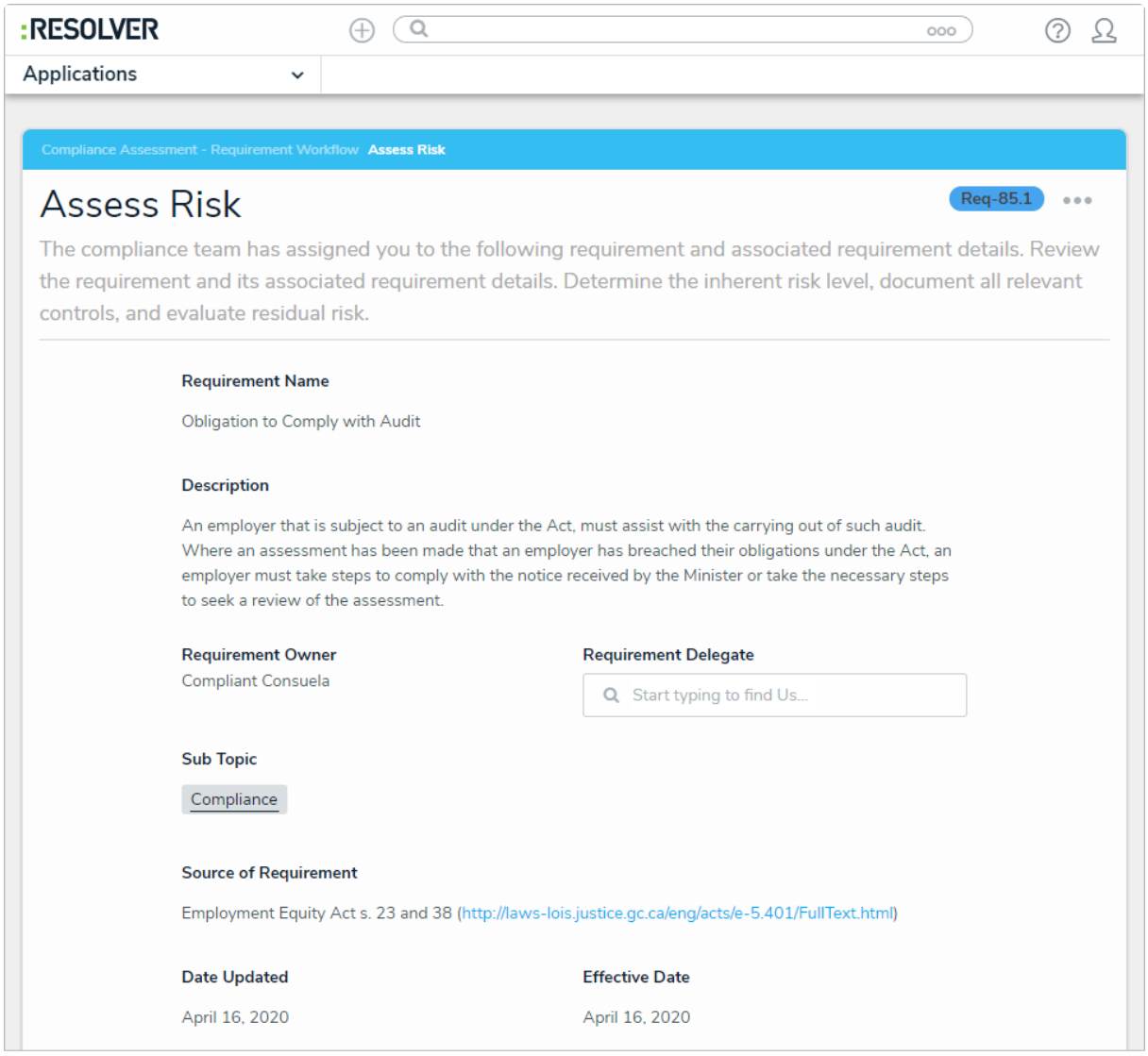


Assigned requirements on the My Tasks page.

To review requirements:

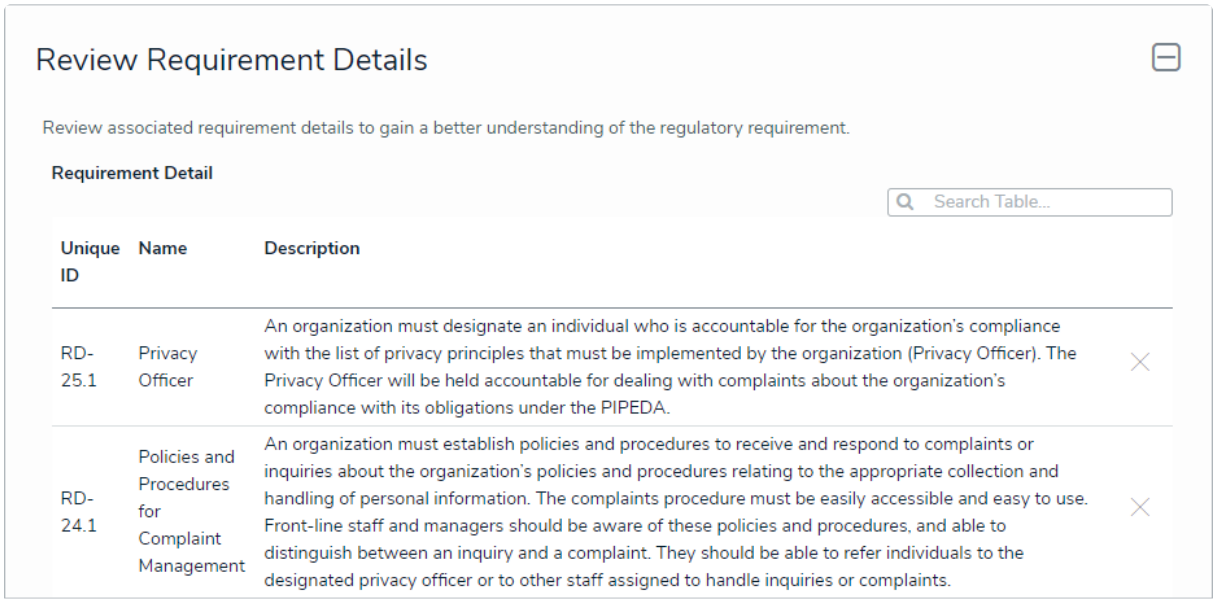
1. Log into a user account that's been added to the **Requirement Owner & Delegate** user group to display the **My Tasks** page.

2. Click a requirement to display the **Assess Risk** form.



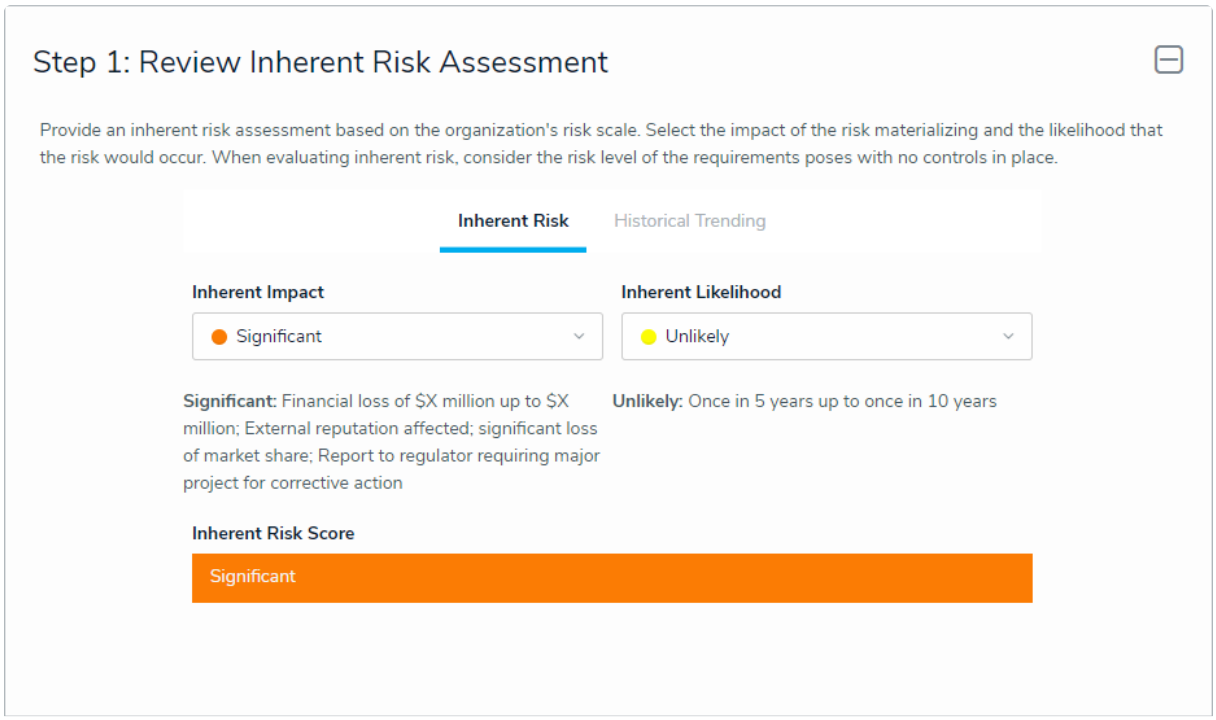
The Assess Risk form.

3. Click **+** in the **Review Requirement Details** section to review the requirement's details.



The Review Requirement Details section.

4. In the **Review Inherent Risk Assessment** section, select the appropriate rating in the **Inherent Impact** field. Repeat this process for the **Inherent Likelihood** field to generate an **Inherent Risk Score**.



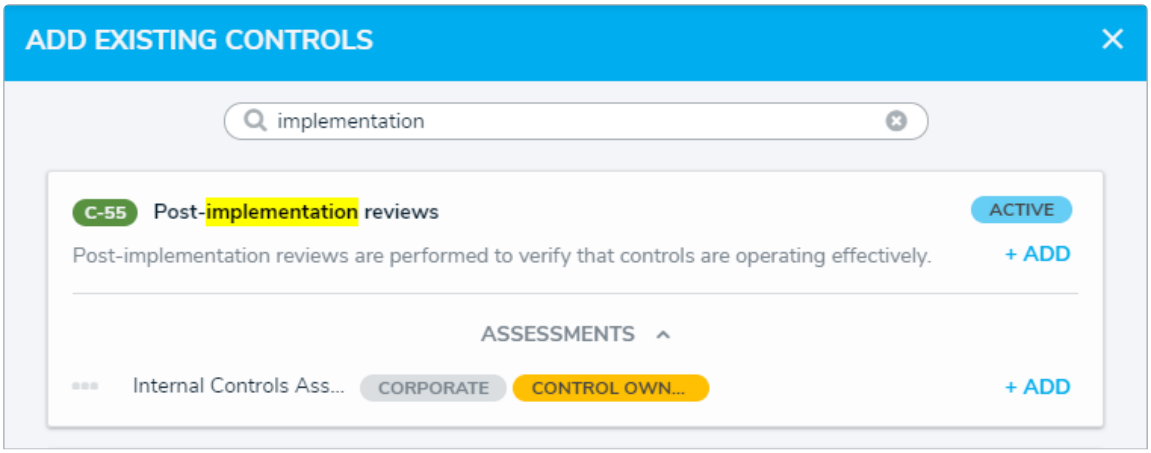
The Review Inherent Risk Assessment section.

5. In the **Control Documentation** section:

   a. Click **Add Existing Controls** to open the **Add Existing Controls** dialog.

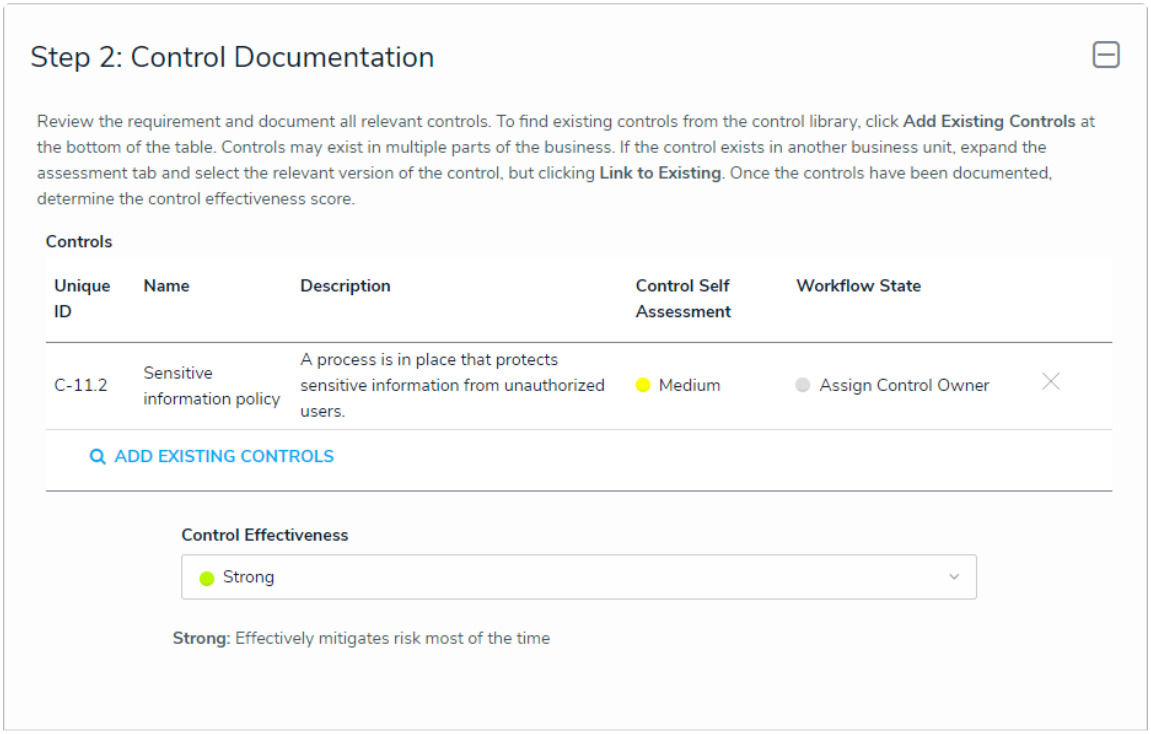
   b. Begin typing in the search bar to search for existing controls. If any of the controls are applicable to the requirement, click **Add**.

   c. **Optional**: If you wish to add the version of a control that being used by an assessment in another application or business unit, click **Assessments** and then **Add** next to the assessment you wish to share with.



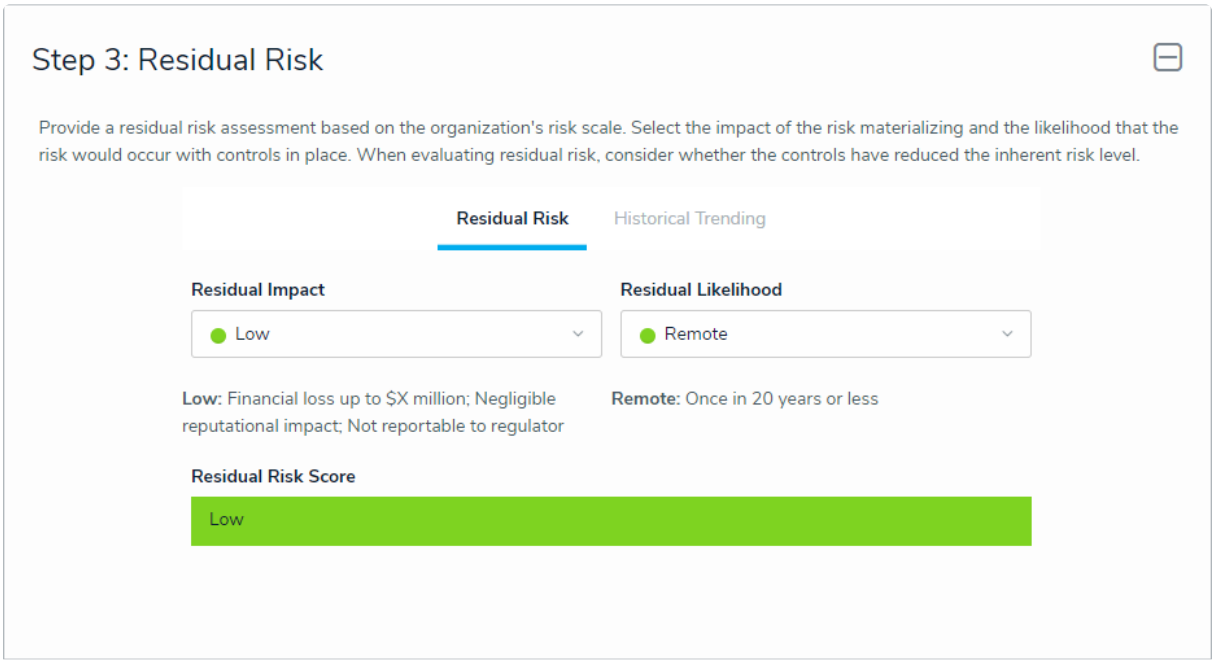
Searching for existing controls in the Add Existing Controls dialog.

d. Select the combined effectiveness of the controls from the **Control Effectiveness** select list.



The Control Documentation section.

6. In the **Residual Risk** section, select the appropriate rating in the **Residual Impact** field. Repeat this process for the **Residual Likelihood** field to generate an **Residual Risk Score**.

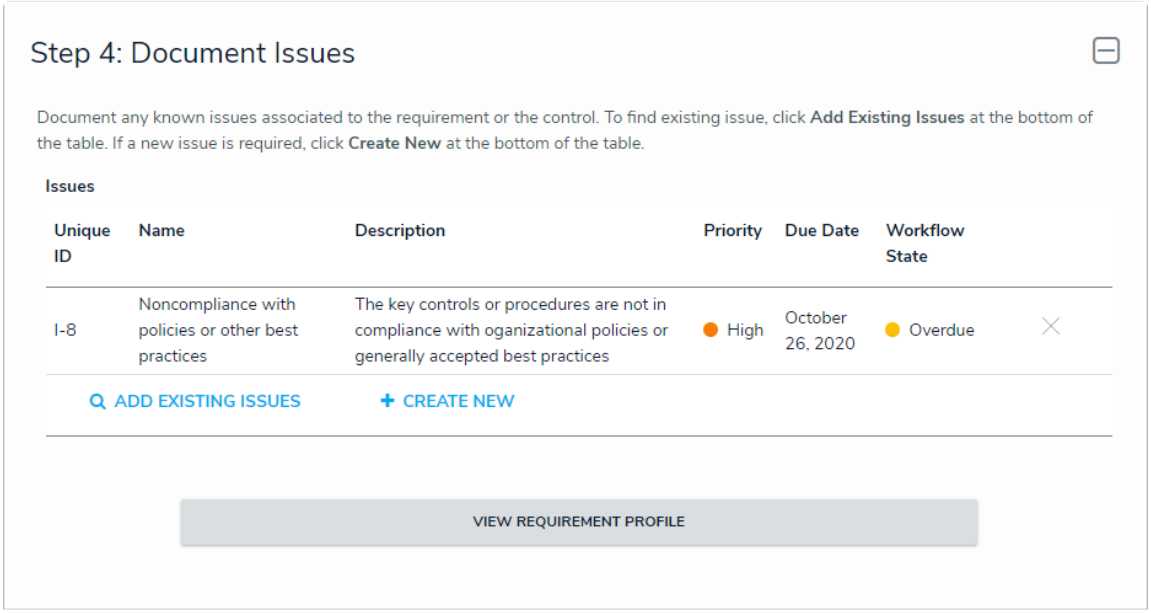


The Residual Risk section.

7. In the **Document Issues** section:

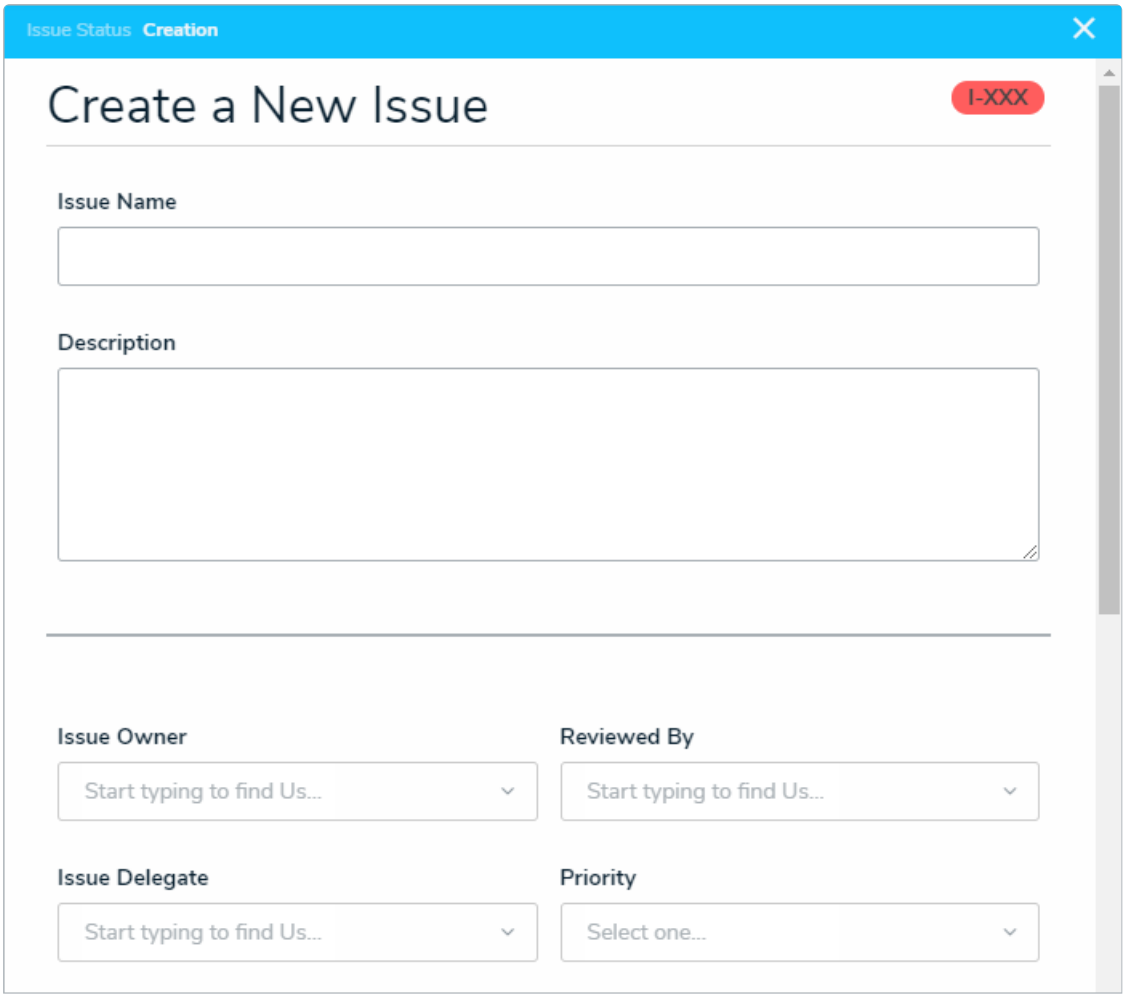
   a. Click **Add Existing Issues**, begin typing keywords in the search bar to display a list of

existing issues, then click **+Add** next to each desired issue.



The Document Issues section.

b. **Optional**: To create a new issue from scratch, click **+ Create New** to open the **Create a New Issue** palette and fill in the required fields. See the Review an Issue article for more information.



The Create a New Issue palette.

8. **Optional**: Click **View Requirement Profile** to view this requirement's **Requirement Profile** report. This report summarizes all information about the requirement as well as its attached controls and issues.

9. Click one of the following buttons:

    - **Submit for Compliance Team Review**: Send the completed requirement to the Compliance Team. The Compliance Team will receive an email notifying them that the requirement has been sent to them for review.

    - **Return to Compliance Team**: If the requirement was assigned to you in error, add comments to the **Comments** box, then click this button to return the requirement to the Compliance Team.