

Review a Requirement

Last Modified on 11/13/2025 9:21 am EST

Overview

After the Requirement Owner has reviewed a requirement or one has been updated, they return it to the Compliance Team, who will assess it for residual risk. As a member of the Compliance Team, requirements that have been submitted for your review will appear either in the My Tasks section or the **Assess Risk** activity.

User Account Requirements

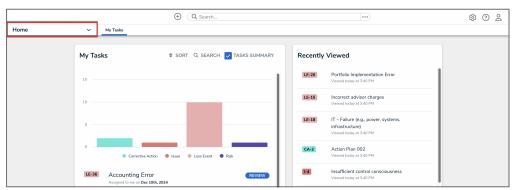
The user must be part of the Compliance Team or be a Requirement Owner & Delegate to see requirements and requirement details.

Related Information/Setup

Please refer to the Launch an Assessment article for more information on launching and reviewing assessments in Compliance Management.

Navigation

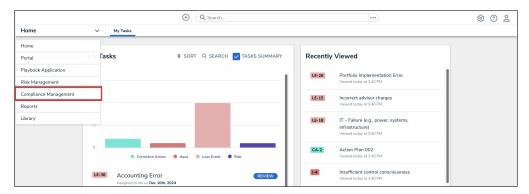
1. From the *Home* screen, click the **Home** drop-down menu.



Home Drop-down Menu

2. From the list of applications, click Compliance Management.

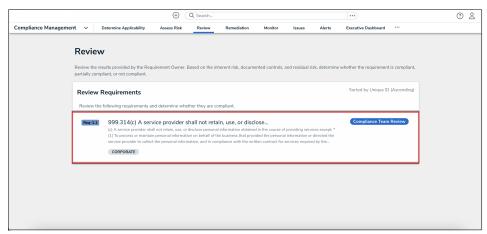




Compliance Management Application

Reviewing a Requirement

1. Click a requirement in the **Compliance Team Review** state to open the **Compliance Team Review** form.



Requirement in the Compliance Team Review State

- 2. **(Optional):** From the **Al Quick Actions** card, depending on what has been enabled on the form, you can either:
 - a. Click the **Summarize Regulatory Text** button to use Regulatory Summarization. For more information on using Regulatory Summarization, please refer to the Using the Regulatory Summarization Feature on a Form article.

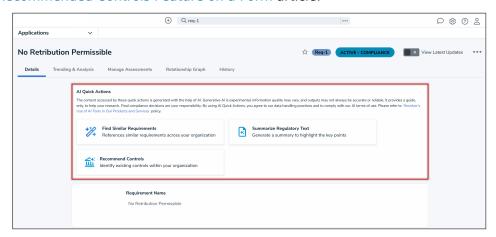


b. Click the **Find Similar Requirements** button to use Requirement Similarity. For more information on using Requirement Similarity, please refer to the Using the



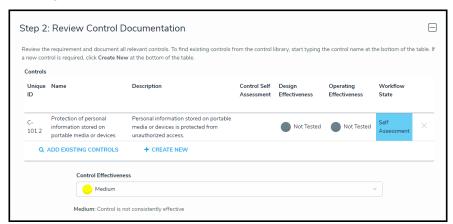
Requirement Similarity Feature on a Form article.

c. Click the **Recommend Controls** button to use Recommended Controls. For more information on using Recommended Controls, please refer to the Using the Al-Recommended Controls Feature on a Form article.



AI Quick Actions Card

- 3. **(Optional):** Navigate to the **Review Inherent Risk Assessment** section to review the inherent risk. Clicking the **Historical Trending** will display a chart showing how the inherent risk score has changed over time.
- 4. In the Review Control Documentation section:
 - a. Click the name of a control to open the **Control Review** palette. Add any additional details, as needed.
 - b. Select the rating that best describes the control in the **Control Effectiveness** field.

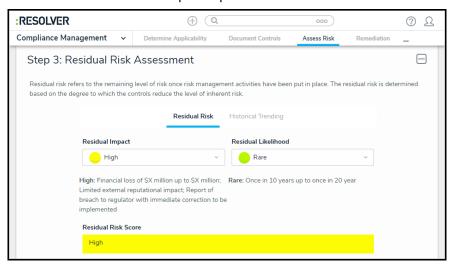


Review Control Documentation Section

- 5. In the Residual Risk Assessment section:
 - a. Click the **Residual Impact** drop-down menu to select the impact of the risk after the controls have been put in place.

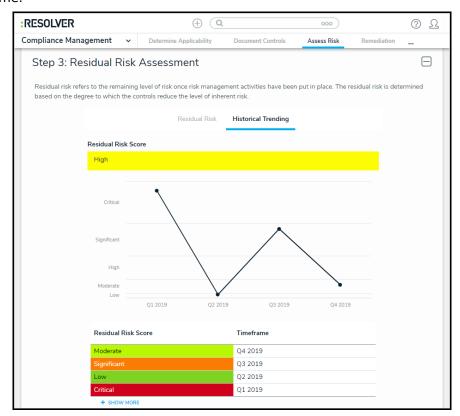


b. Click the **Residual Likelihood** drop-down menu to select how likely the risk is to occur after the controls have been put in place.



Residual Risk Assessment Section

c. Click the **Historical Trending** tab to view how the residual risk score has fluctuated over time.

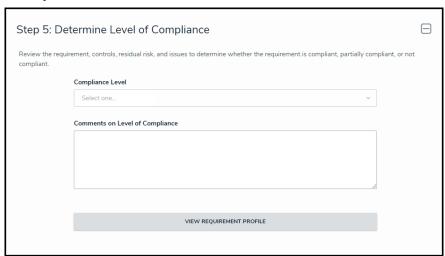


Historical Trending Tab

- 6. (Optional): In the Document Issues section:
 - a. Click the name of an issue to make any changes or to close the issue as needed.
 - b. Begin typing keywords in the search bar to display a list of existing issues. Click on

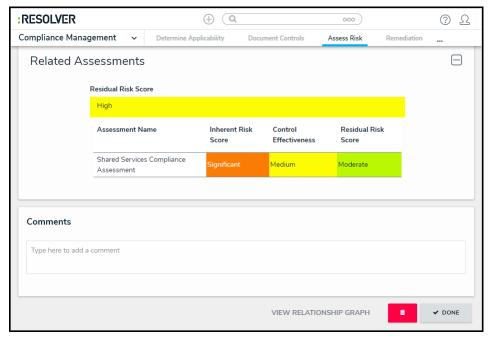


- an appropriate issue to add it to the requirement.
- c. Click + to open the Create a New Issue palette. Fill in the fields as required.
- 7. In the **Determine Level of Compliance** section:
 - a. Select the requirement's level of compliance in the Compliance Level select list.
 - b. Enter any comments on the requirement's compliance level in the **Comments on Level of Compliance** field.



Determine Level of Compliance Section

8. **(Optional):** Expand the **Related Assessments** section to view the assessments related to the risk. Clicking on an assessment will display its **Requirement Review** form.



Related Assessments Section

9. Add comments, as needed.



10. Click one of the following buttons:

- **Remediation Required**: Send the requirement back to the Requirement Owner if further input is required.
- **Send to Monitoring**: Transition the requirement to the **Monitoring** state.