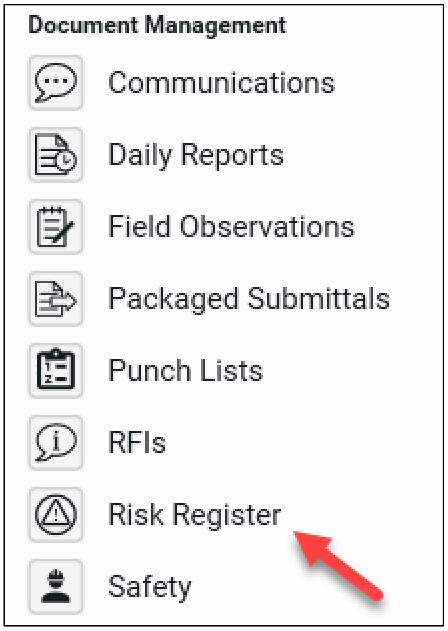
Kahua Quick Reference Guide
Risk Register

About Risk Register

The Risk Register application allows an Author to highlight potential risks categories which may affect the project budget or schedule and to establish a plan for mitigating those risks. Process automation simplifies tracking and documenting project risks. The Risk Register app allows the Author to initiate a Risk Register record and assign a Responsible Individual who may assign the record to Responsible Persons for action and then create a final assessment. Features of the Risk Register include allowing team members to contribute to the Risk Register, tracking tasks, maintaining a log of all Risk Register records in the project, and providing built-in workflow.

Navigating to Risk Register

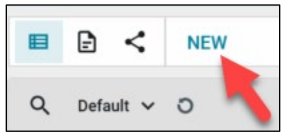
1. Open the project using Project Finder on the left side bar.
2. Select **Risk Register** in the Document Management section of the App launcher.



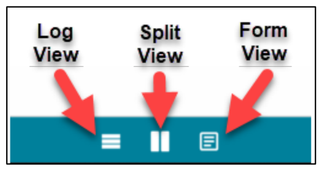
Creating a Risk Register Record

This action is typically created by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-PM/COR,** or **EXT-PM**.

1. Click **NEW** to create a new Risk Register.



Note: Use the three focus buttons in the bottom blue bar to adjust your form view if necessary.

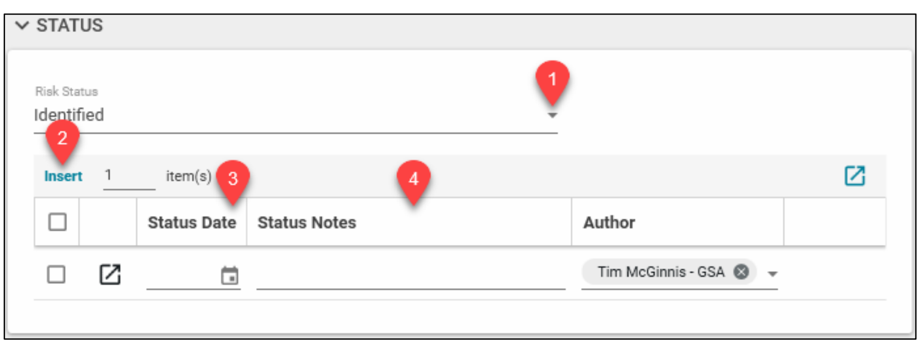


Details Section

1. The **Date Identified** will auto-populate but can be changed if necessary.
2. Enter a **Brief Risk Description**.
3. Enter a **Detailed Risk Description**.
4. Select a **Responsible Individual** from the dropdown list.
5. Select the **Project Phase of Occurrence** from the dropdown list.
6. Place a check in the box **Include on Program Dashboard** if the Risk Register record should be included on the Program Dashboard.

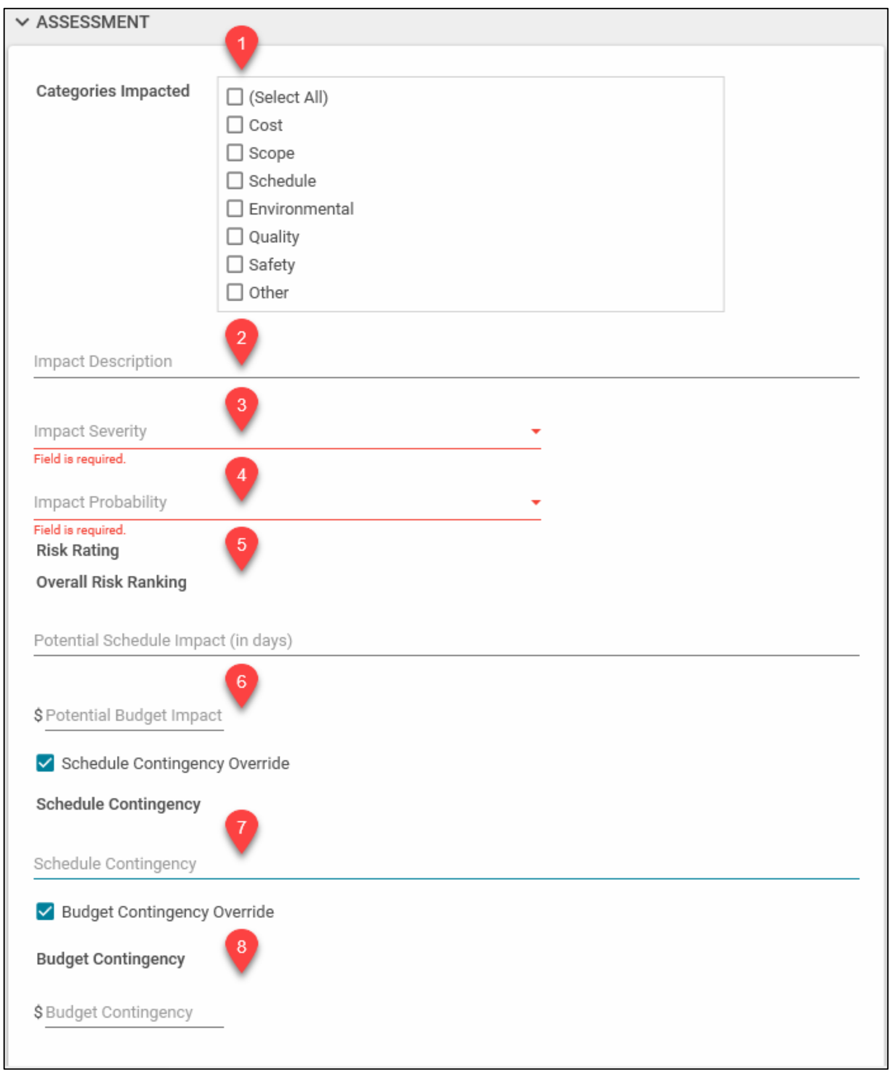
Status Section

5. Select the appropriate status from the **Risk Status** dropdown list.
6. If applicable, change the number 1 to the number of Statuses needed, then click **Insert**.
7. Update the **Status Date** field with the appropriate date.
8. Update the **Status Notes** field with details related to the status for the date that was selected.



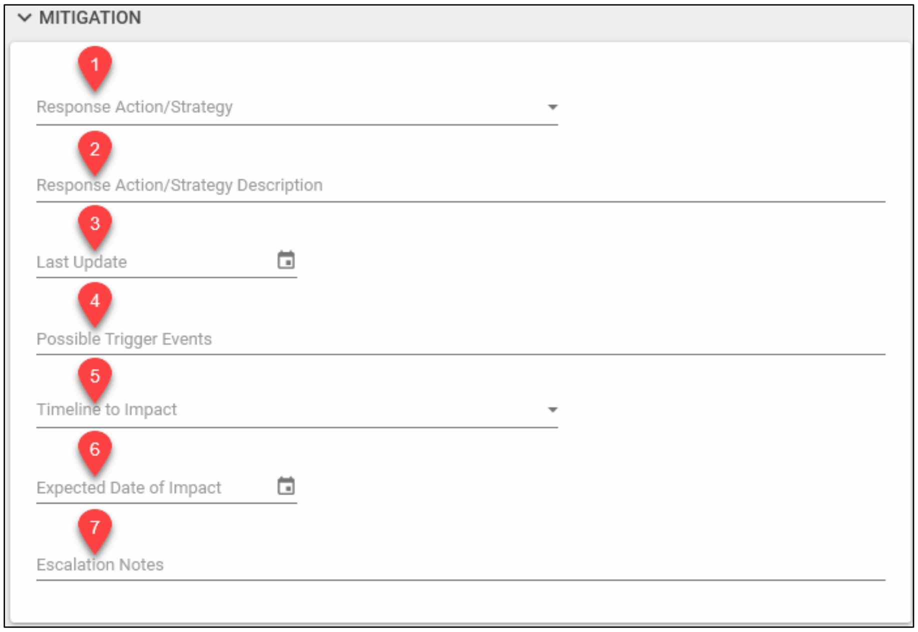
Assessment Section

9. Select as many **Categories Impacted** as needed.
10. Enter details of the impact in the **Impact Description** field.
11. Select an **Impact Severity** from the drop-down list.
12. Select an **Impact Probability** from the drop-down list.
13. If the any of the **Impacted Categories** present a risk to the Project Schedule, fill in the **Potential Schedule Impact (in days)** with a whole or partial number of impact days.
14. If the any of the Impacted Categories present a risk to the Project Budget, fill in the **Potential Budget Impact** with a whole or partial number of impacted dollars.
15. If a Schedule Contingency Override is needed, check the **Schedule Contingency Override** box, and then enter the Schedule Contingency in the space provided.
16. If a Budget Contingency Override is needed, check the **Budget Contingency Override** box, and then enter the Budget Contingency amount in the space provided.



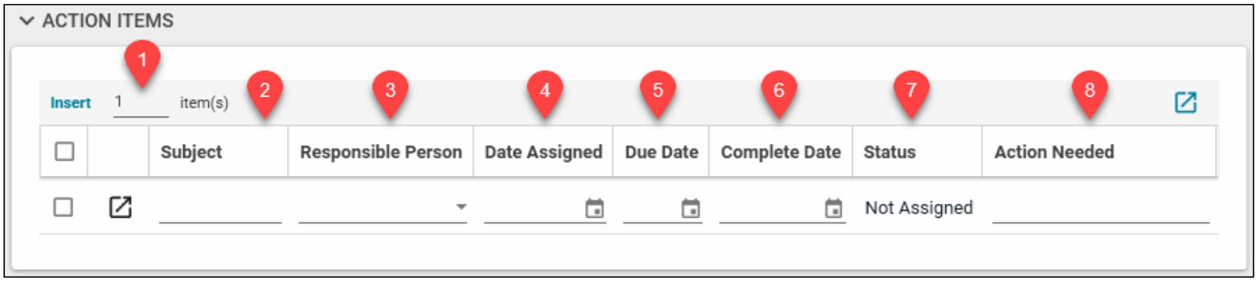
Mitigation Section

17. Select the appropriate **Response Action/Strategy** from the dropdown.
18. Enter a **Response Action/Strategy Description**.
19. Enter a date for **Last Update**.
20. Fill in an appropriate value for **Possible Trigger Events**.
21. Establish a range in the **Timeline to Impact.**
22. Identify the **Expected Date of Impact**.
23. Enter **Escalation Notes** as needed.



Action Items Section

24. If applicable, change the number 1 to the number of **Action Items** needed, then click **Insert**.
25. Add a value for the Action Item **Subject**.
26. Identify the **Responsible Person** for each Action Item Row.
27. Record the **Date Assigned** for each Action Item.
28. Enter the **Date Due** for each Action Item.
29. The **Complete Date** is added when the **Responsible Person** has entered a response to the Action Item, and no further action is needed.
30. The **Status** is automatically filled in as each Action Item is worked.
31. Enter a value for **Action Needed** which identifies the activity that needs to occur to mark the Action Item as complete.



Comments Section

32. Enter any clarifying details should be entered into the New Comments field in the Comments Section.

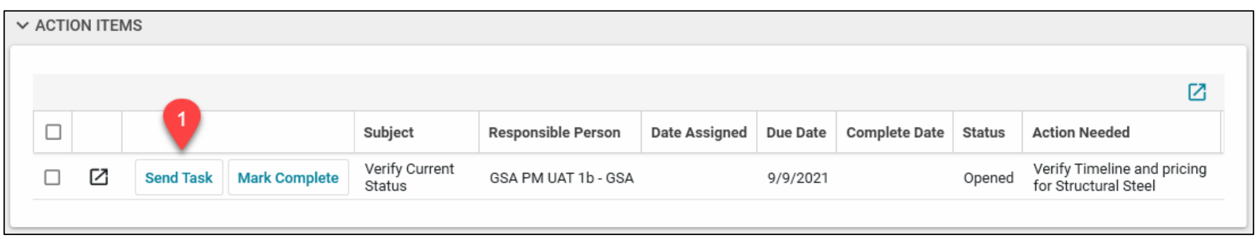
Reference Section

33. Attach any supporting documentation such as photos or pdf files by clicking **UPLOAD** or **ADD KAHUA DOC**, navigating to the appropriate file, clicking **Open**, adding **Comments**, and clicking **OK**.
34. Click the **Save** button to complete the creation of the Risk Register Record.

Task Assignment

Once the Risk Register Item has been Saved and Closed, a Task can be sent to the person identified in the Action Items section as the Responsible Person for each Action Item Row.

35. Click the **Send Task** button in the action item rows for the corresponding Contact for that Action Item.



Note: **Send Task** button will not appear if the Risk Register item is in Edit mode.

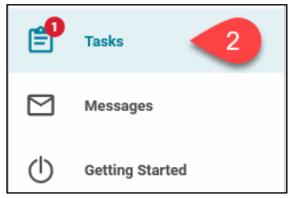
View / Send

37. Once the Risk Register is completed, there are two options: Send and View.
    a. Sending will send a PDF copy of the Risk Register item and any Reference that is marked “Include on Send” to the list of recipients in the To field in for the distribution message for the Risk Register record.
        i. The Cc and Bcc options can also be used to and function like regular email distributions for those fields.
        ii. Copy to Communications will add the message to the Communications App.

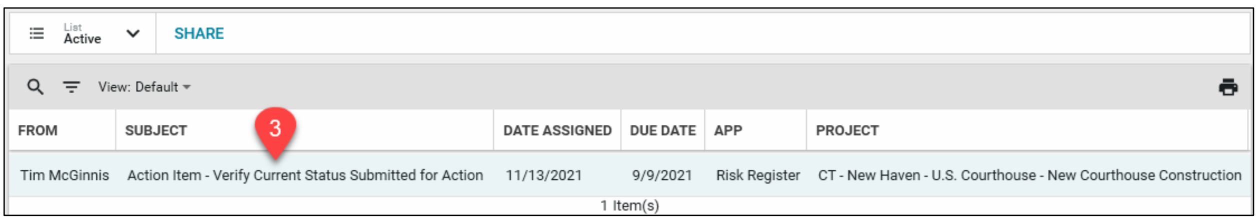
b. View will display the record as a PDF.

Responding to a Risk Register Task

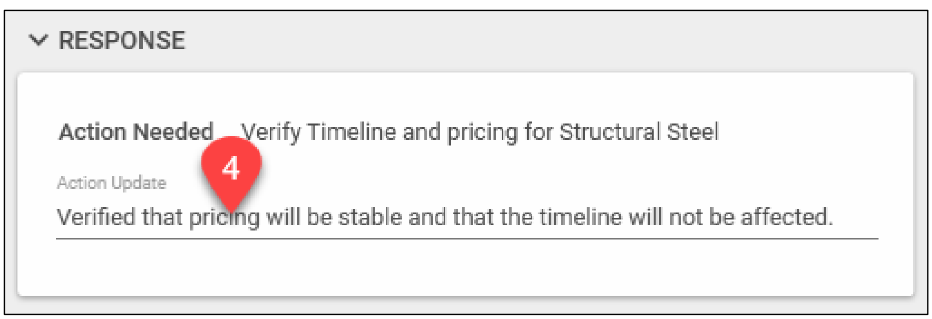
38. Log in as the contact to whom the task was sent.
39. Click the Tasks log located in the left navigation pane.



40. Select the Action Item task for the Risk Register App.



41. Enter a Response to the Action Needed in the Action Update field.



42. Once the Response has been entered you can save the record for updates later or click on the Send Update button. This will record the Responsible Contact's assessment of the Action Item that was assigned to them.

After entering a response, the Action Item can now be marked as Complete.

43. Click the **Complete** button. This will remove the active task that was assigned to the responsible contact.

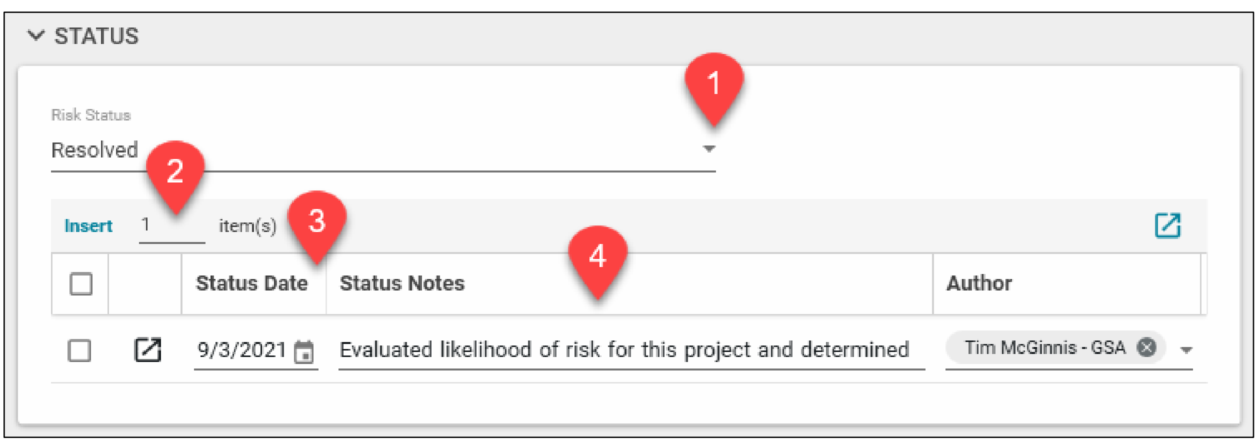
Finalizing Risk Register Record

After the risk register Action Items have been completed, log in as the **Responsible Individual** that is identified in the Details Section.

44. Select **Risk Register** app in the Document Management section of the App Launcher. **Note**: Once the app is opened, the app name will appear in the left navigation pane.
45. Select the Risk Register record that needs final updates from the Risk Register log.
46. Click the **Edit** button.
47. Scroll down the form to the **Status** section or use the Sections box on the right side of the document to quickly access different sections.

Status Section

48. Select the appropriate status from the **Risk Status** dropdown list.
49. If applicable, change the number 1 to the number of Statuses needed, then click **Insert**.
50. Update the **Status Date** field with the appropriate date.
51. Update the **Status Notes** field with details related to the status for the date that was selected.
52. Scroll down the form to the Evaluation section or use the Sections box on the right side of the document to quickly access different sections.

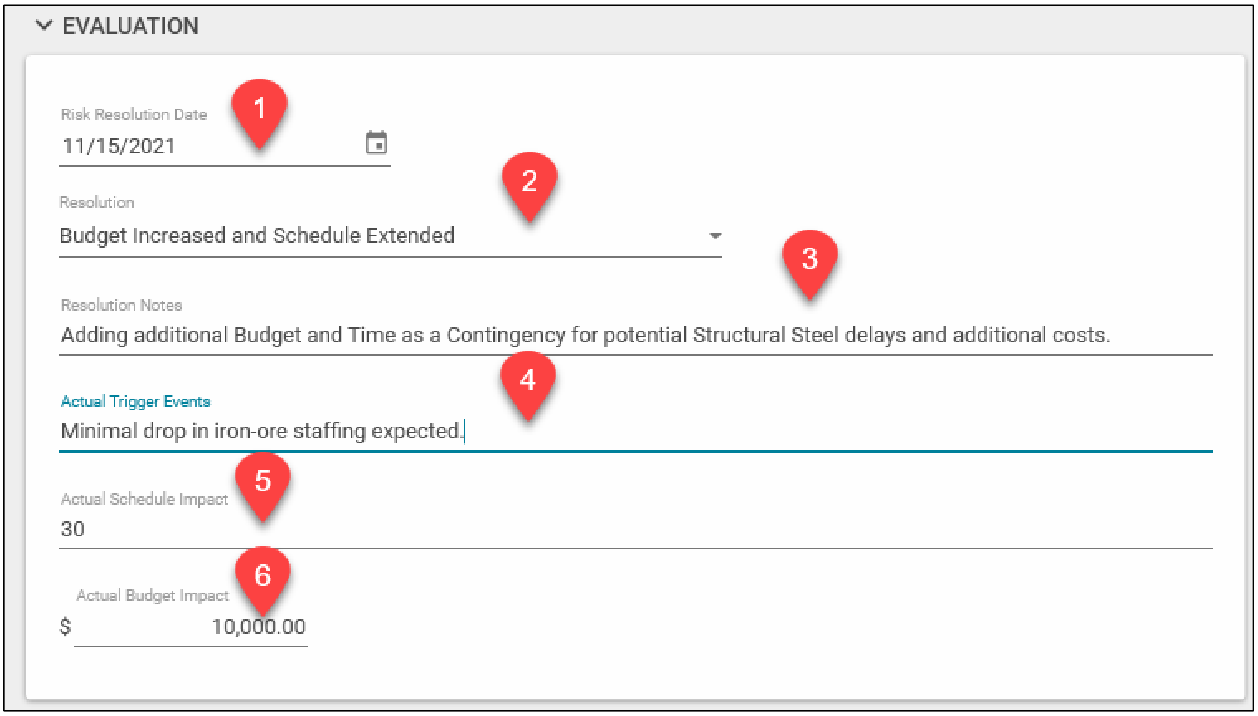


Evaluation Section

53. Enter the date that the Risk impact was mitigated in the **Risk Resolution Date**.
54. Record the outcome of the Risk Evaluation in the **Resolution field**.
55. Enter information to support the outcome of the Risk Evaluation in the **Resolution**

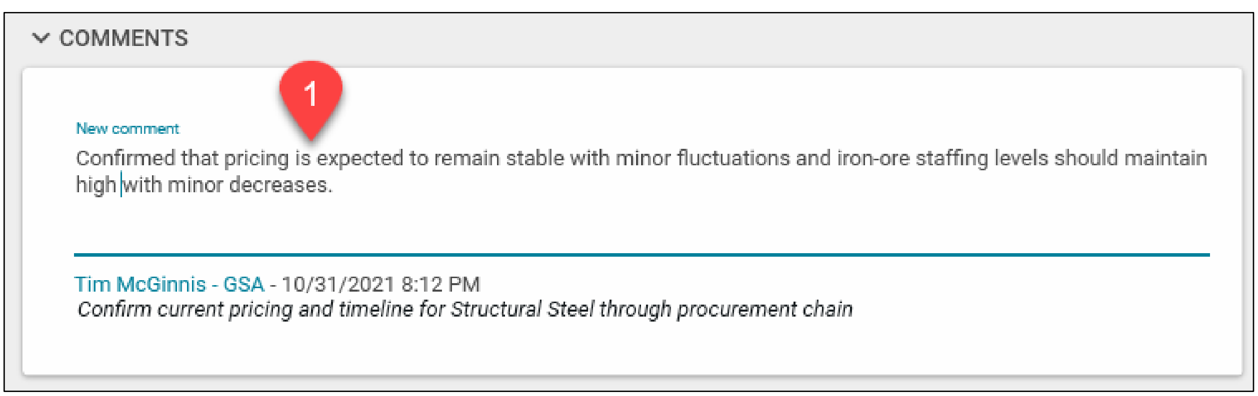
Notes field.

56. Record the **Actual Trigger Events** contrasted with the **Potential Trigger Events** identified in the Mitigation Section.
57. Record the **Actual Schedule Impact** contrasted with the **Potential Schedule Impact (in days)** identified in the Assessment Section.
58. Record the **Actual Budget Impact** contrasted with the **Potential Budget Impact** identified in the Assessment Section.



Comments Section

59. Add any final comments to the **New Comments** field in the Comments section



Action Buttons

60. Once all updates have been made to the Risk Register record, click the **Save / Close** button at the bottom of the form.