



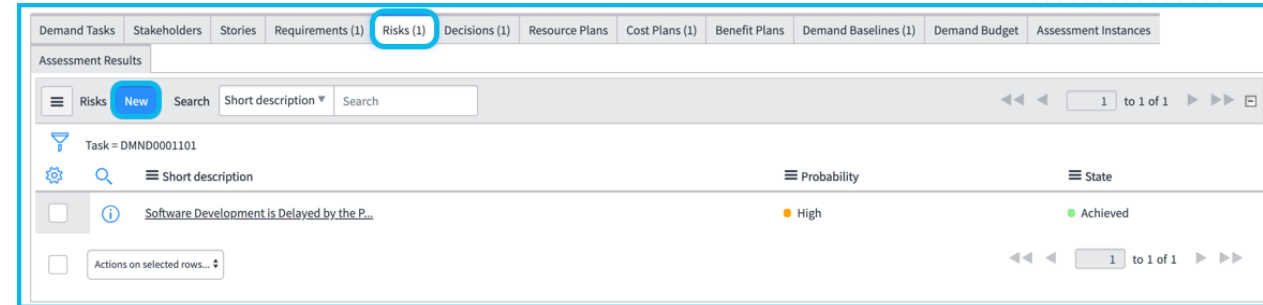
Entering a Risk

Quick Reference Guide

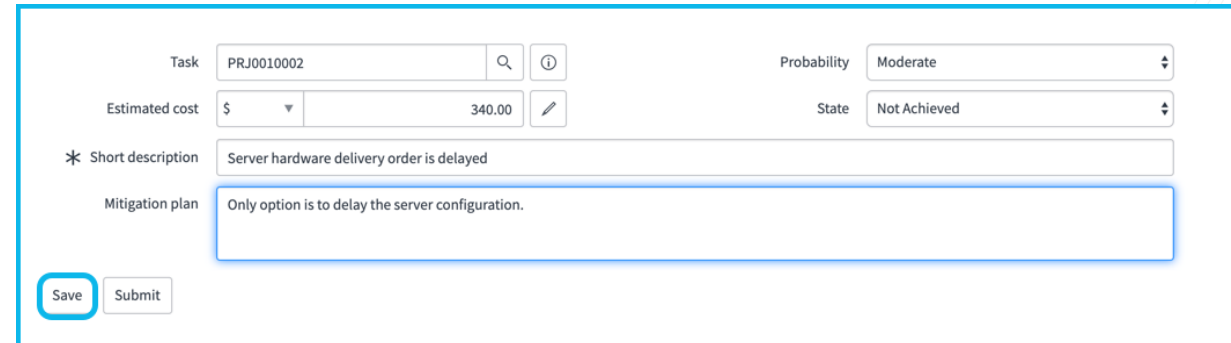
Entering a Risk

A risk is an uncertain event or condition that, if it occurs, has an affect on at least one objective. Risks can be created on a Demand by using the Risk related list at the bottom of the form. Risks roll up to programs, and portfolios. Risk detail is also available on the PMO Dashboard.

1. Once you have opened the demand, scroll to the bottom of the form to view the related lists. Select the Risks related list and click the **New** button.
2. Complete the form fields and **Save** the form. An **Achieved** risk is a risk that has been realized and a **Not Achieved** risk is one that was not realized. **Short Description** is the only required field.
3. To modify a Risk, click on the Short Description field or double click on any other field for inline editing.



This screenshot shows the 'Risks (1)' tab selected in the PMO Dashboard. The top navigation bar includes tabs for Demand Tasks, Stakeholders, Stories, Requirements (1), Risks (1), Decisions (1), Resource Plans, Cost Plans (1), Benefit Plans, Demand Baselines (1), Demand Budget, and Assessment Instances. Below the navigation bar, the 'Assessment Results' section displays a table of risks. The table has columns for Task, Short description, Probability, and State. A single risk is listed: Task = DMND0001101, Short description = Software Development is Delayed by the P..., Probability = High, and State = Achieved. The 'New' button is highlighted in the top left of the Risks section.



This screenshot shows the 'New Risk' form. The fields are: Task (PRJ0010002), Estimated cost (\$ 340.00), Short description (Server hardware delivery order is delayed), Mitigation plan (Only option is to delay the server configuration.), Probability (Moderate), and State (Not Achieved). The 'Save' button is highlighted in the bottom left corner.



This screenshot shows the 'Risks' list for a specific demand. The table has columns for Task, Short description, Probability, and State. A single risk is listed: Task = PRJ0010002, Short description = Hurrican Warning colud close the office..., Probability = Low, and State = Not Achieved.