

Risk Management User Guide



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Overview

This Risk Management User Guide outlines the steps to conduct a campaign and produce reports. The steps go through the process of creating an asset within the business hierarchy and associating questions to conduct a campaign which results in an assessment report. The experience of completing the steps in this Risk Management User Guide will enable the administrator to tailor complex campaigns for each organization.

What we do!

Securends GRC is an accessible SaaS solution that helps achieve a reliable enterprise security score through a simple interface. It can be managed quarterly or annually, even by those who lack experience with managing security or compliance controls. The Securends GRC method of completing risk assessments includes flexible scoring and configuration of the questions, answers, and measurements with a choice of templates for quick implementation.

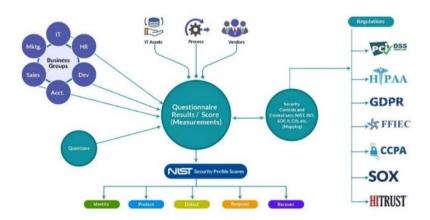
Assessments are applied to operational activities and security control requirements. Each assessment adds to the enterprise posture score for security and privacy. The current profile is automatically updated and compared with the master target profile to show maturity progress. Participants interact with the questionnaire for measured responses or utilize the capability to reassign when delegation or additional expertise is required. The participant(s) can add evidence and comments for review before it is presented to audit.

Why Securends GRC?

Achieve a reliable Enterprise Security Posture that is resilient in a dynamic infrastructure and regulated environment

The Securends GRC application develops an overall enterprise score which is comprised of a questionnaire based on risk management, remediation of compliance and audit requirements. The questionnaires are associated with assets, control sets and business units, supplying a multi-view measurement perspective. Encompassing all areas of an organization, external vendors,

or external assessments; the aggregation leads to an enterprise security posture score that goes beyond a two-dimensional spreadsheet.



Product Version	Document Revision	Date
Securends GRC Risk Management User Guide 1.0	1.0	April 7, 2022

1 Risk Management

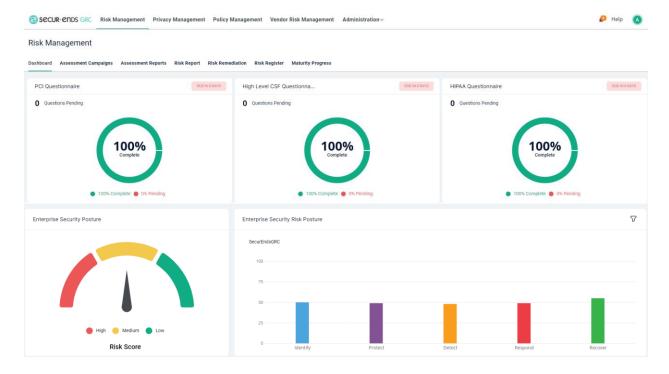
Out of the box features enable organizations to integrate accountability and process governance which will enhance the speed and efficiency risk management as delivered across all compliance frameworks.

- Dashboard
- Assessment Campaigns
- Assessment Reports
- Risk Report
- Risk Remediation
- Risk Register
- Maturity Progress

Note: For Risk Management setup of Assets/Process/Entities under Inventory refer to the *Administration User Guide* document).

1.1 Dashboard

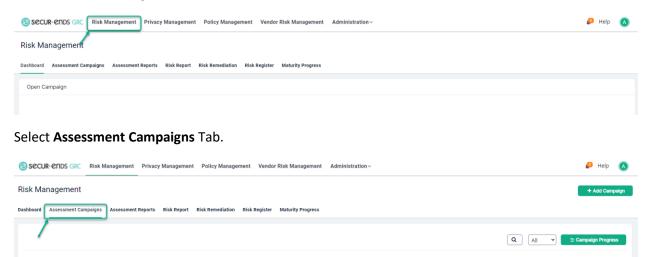
View the last three assessment campaigns that were launched and see the high-level scoring of all the assessments in the charts. Use the filter option to narrow the scoring perspective to a specific level of the business hierarchy.



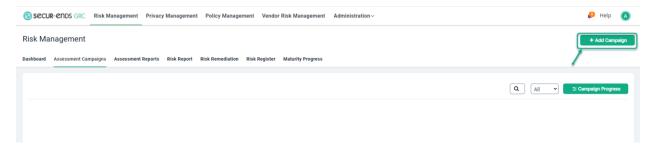
1.2 Assessment Campaigns

Configuration of the assessment campaigns is a simple process found under the "Assessment Campaigns" menu option. It is the first activity along the risk management life cycle menu options.

Select the **Risk Management** tab on the main menu.

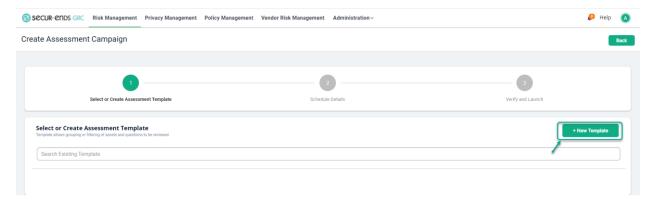


Click the Add Campaign button on the top right corner to follow the three-step process.

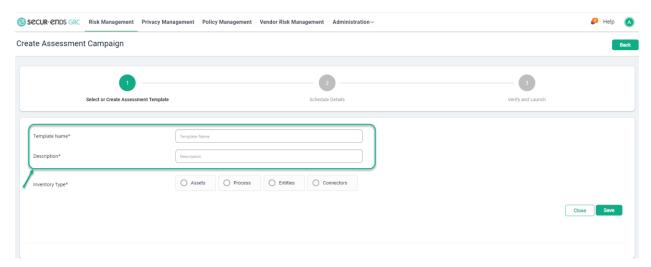


1.2.1 Step 1: Select or Create Assessment Template

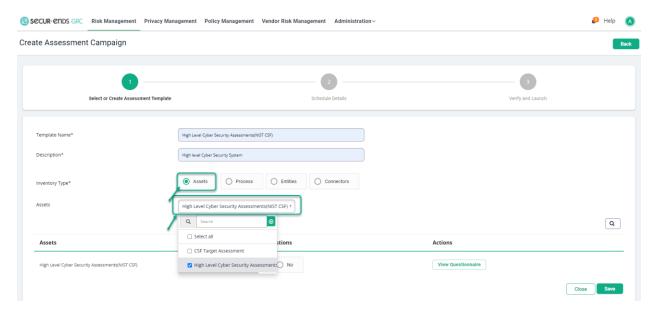
Click the **New Template** button to create new Assessment Template.



Enter a Template name and Description.



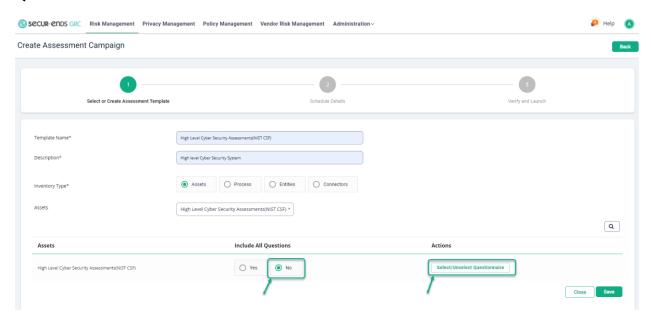
Click the **Assets** radio button and select the asset from the dropdown list (these options were previously configured in the Administration, Inventory menu).



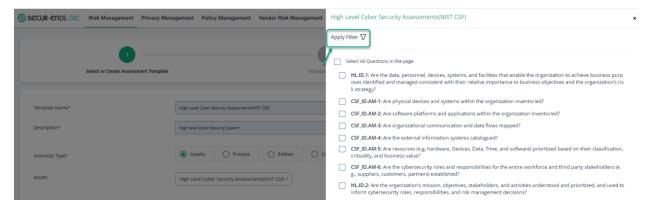
Click the Yes radio button to select all questions.

or

Click the **No** radio button (to select a list of filtered questions) and then click the **Select/Unselect Questionnaire** button.



Click the Apply Filter symbol.



Choose Filter Question ID, Question or Policy or Role.

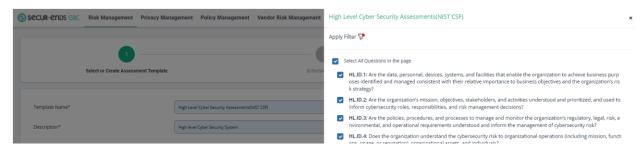




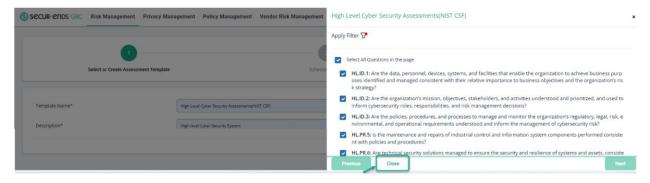
Enter a portion of the **Question ID** and then click on **Apply and Close button**.



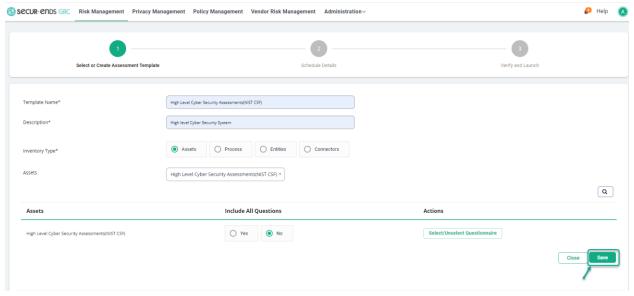
Check the box for Select All Questions in the page.



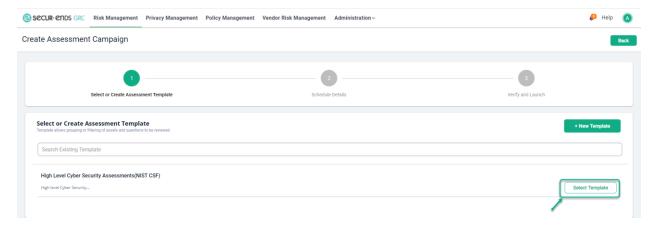
Click the Close button.



Click the Save button.



Select the Assessment **Template** that was created.

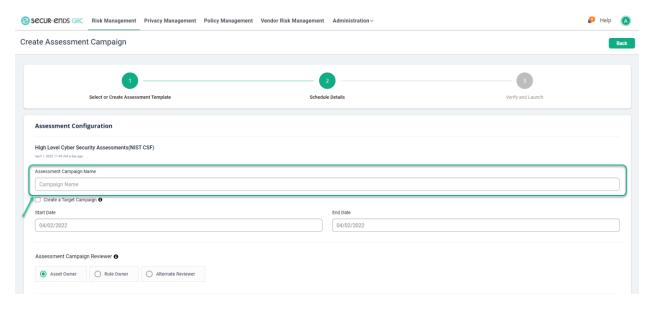


1.2.2 Step 2: Schedule Details

Assessment Configuration

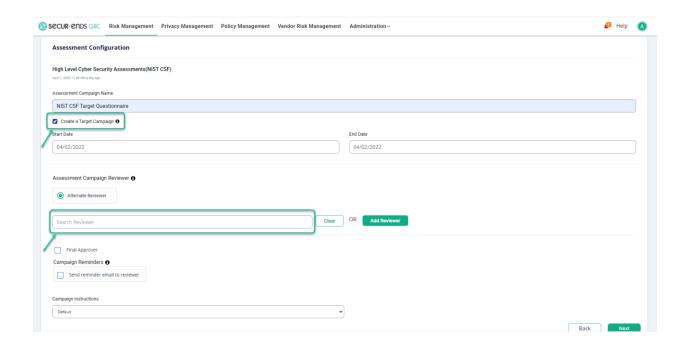
Enter a unique Assessment Campaign Name.

(Including a descriptive title is helpful for later management of the assessment. I.e., include the quarter and year in the title as "Q1 2022" as is helpful for identifying and comparing assessments).

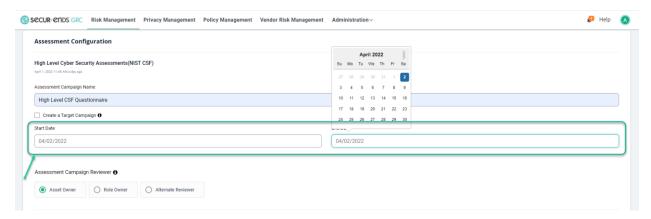


NOTE: Target Campaign Creation

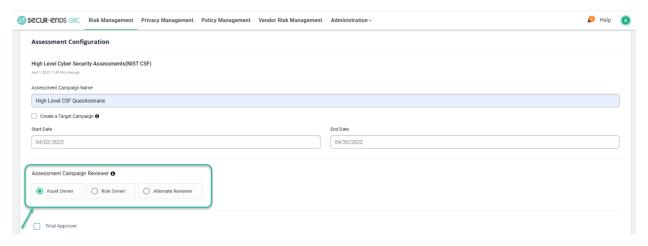
Occasionally a Target Campaign should be created to compare the future state to the current assessments. To create a Target Campaign, select the **Create a Target Campaign** option and enter an **Alternate Reviewer**. This person should understand the assessment requirements enough to set the goals for the future state.



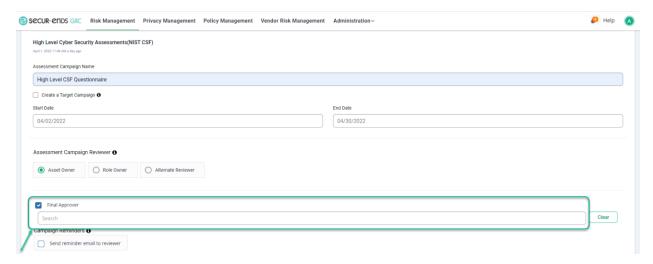
Select a Start Date and End Date.



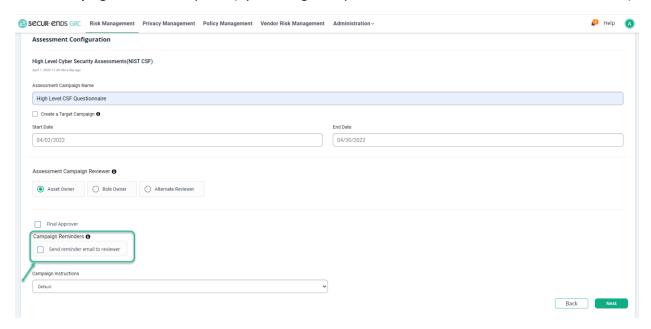
Select Asset Owner, Role owner, or Alternate Reviewer.



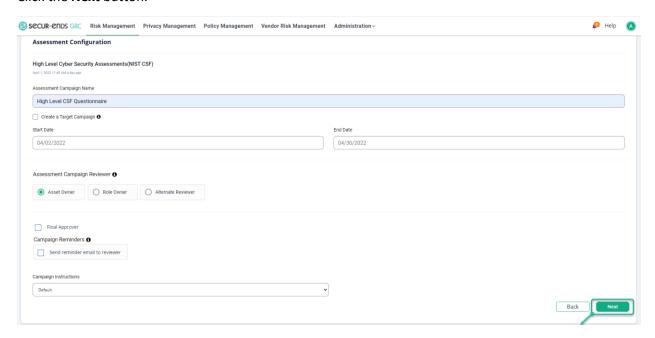
Select **Final Approver** option and enter the user details. (The Final Approver can review the answers given by the Reviewer/Participant).



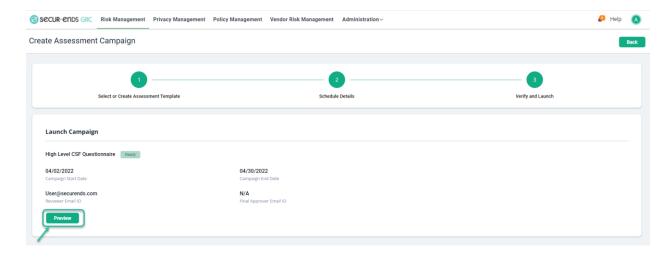
Select Campaign Reminders option. (By selecting this option, the reminder email can send to Reviewer).



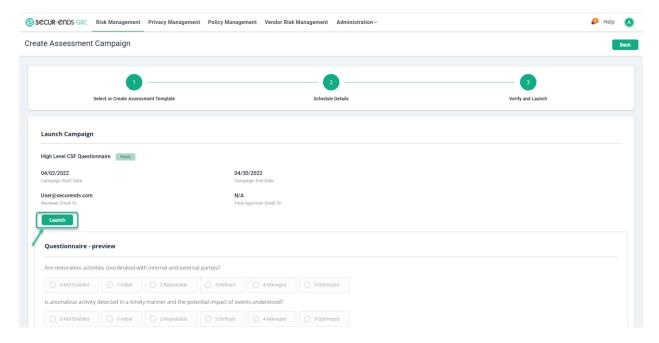
Click the **Next** button.



1.2.3 Step 3: Verify and Launch Click the **Preview** button.



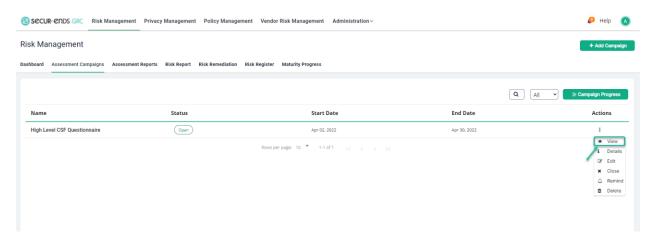
Click the Launch button.



Chose to send an email notification or launch the campaign with no notification by clicking the launch button in the pop-up window. The option to exclude specific reviewers/participants is also available.



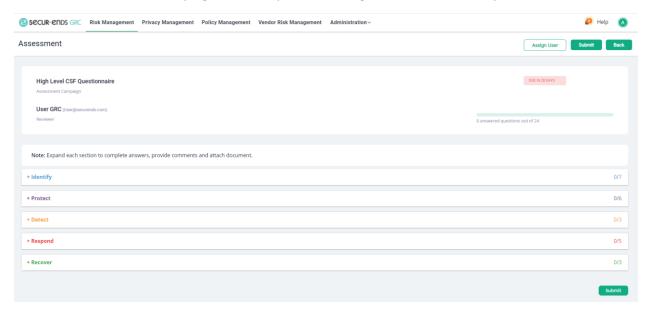
Open the **Actions** menu and select **View** item.



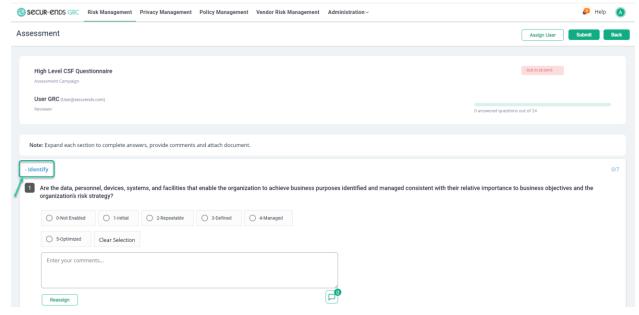
When the Reviewer participates in a campaign, they will be presented with the Assessment Campaigns page and open their assignment from the **Assess** button on the right.



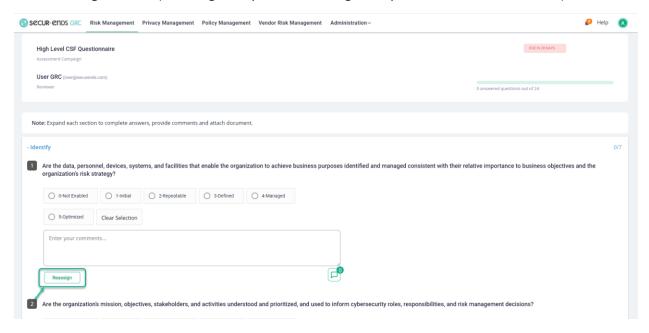
The Reviewer views the campaign with the questions categorized in their security functions.



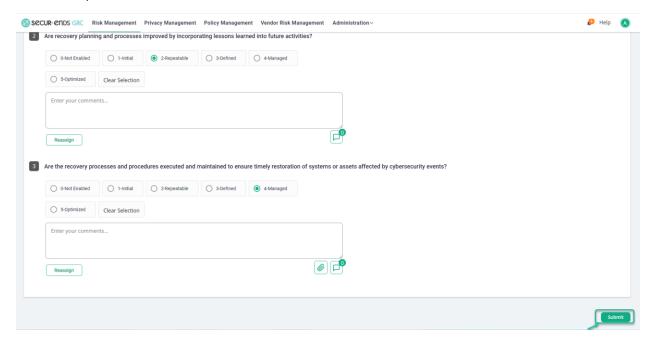
Expand each section to complete answers, provide comments and attach a document.



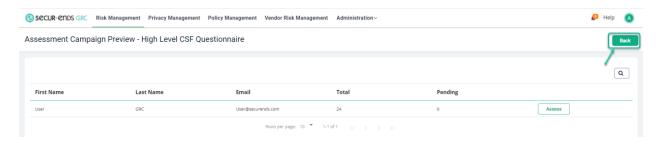
Select **Reassign** button. (Selecting this option can reassign the question to another reviewer).



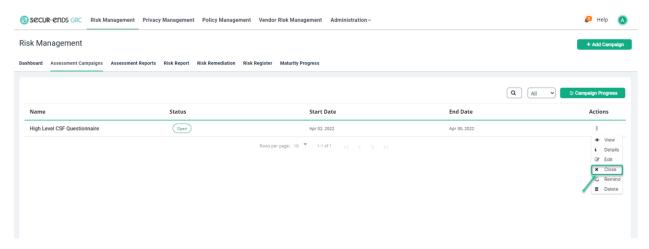
Answer all questions and click the **Submit** button.



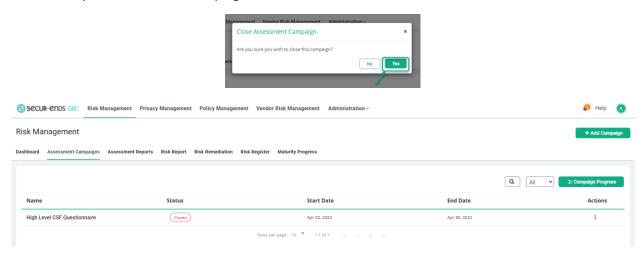
Click the **Back** button.



Click the **Actions** menu and select **Close** option to close the campaign.

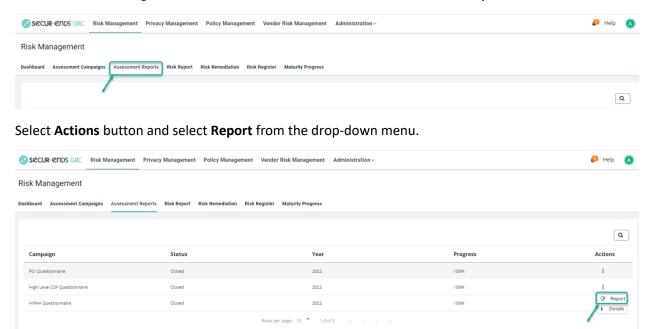


Select **Yes** option to close the campaign.

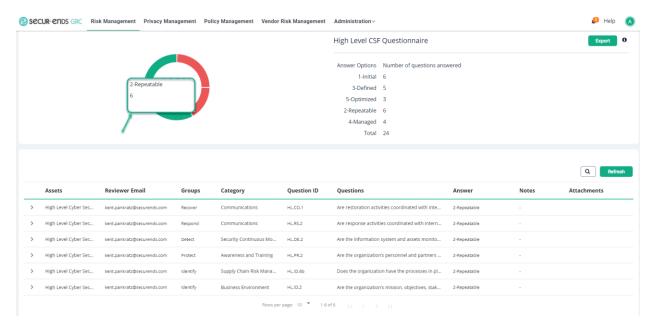


1.3 Assessment Reports

Select the Risk Management tab on the main menu and select Assessment Reports tab.



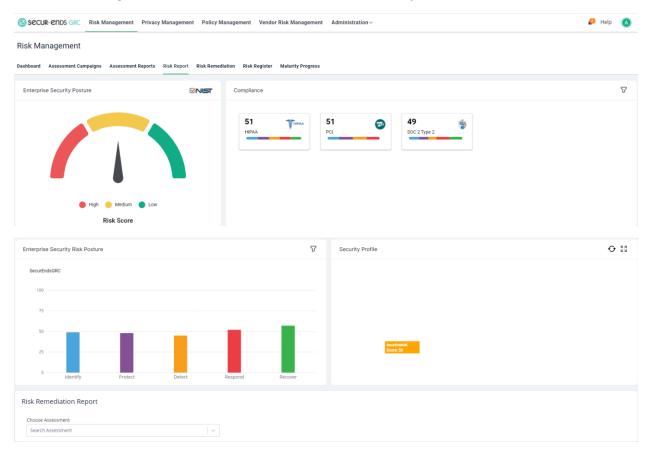
Click on a section of the doughnut graphic on the right to view the details of each question answered. The comments and attachments are available for review and export from this page.



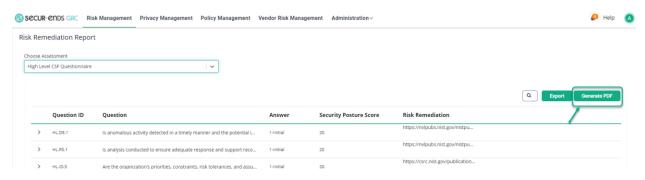
1.4 Risk Report

The additional components of the compliance cards and the aggregation tree are visible on the Risk Report dashboard. The selection of completed assessments is also found in the drop-down menu.

Select **Risk Management** tab on the main menu and select **Risk Report** tab.



Select a completed assessment from the drop-down list and click the **Generate PDF** button to generate Risk Remediation PDF Report.



Open or Save the PDF

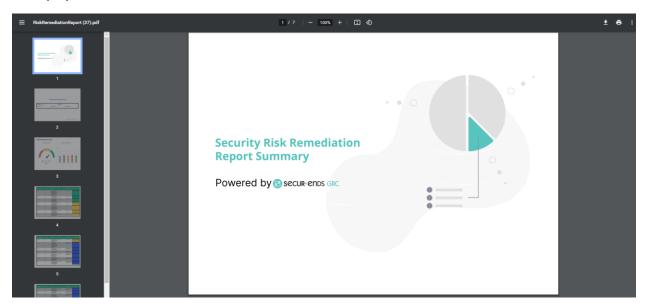
As shown in the Chrome Browser.



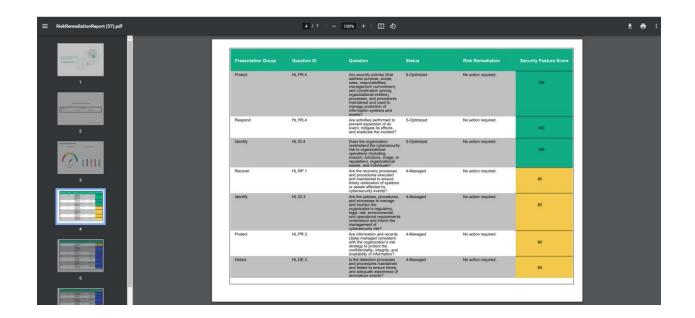
RiskRemediationR....pdf ^

Show all X

As displayed in a PDF reader.





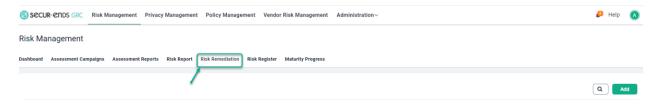


1.5 Risk Remediation

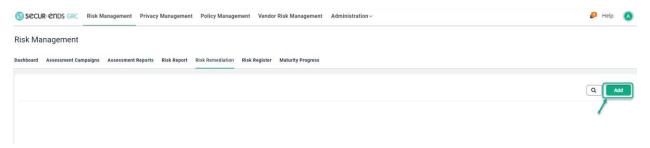
Many of the questions are answered with good performance results. The few that have low scores need to be added to a risk remediation plan. This is the process of creating a list of a few remediation requirements from the larger assessment.

Creation of Remediation Plan

Click the Risk Management tab on the main menu and select Risk Remediation tab.

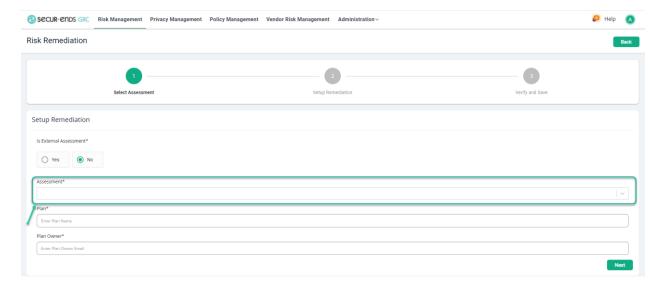


Click the **Add** button to follow three step process.

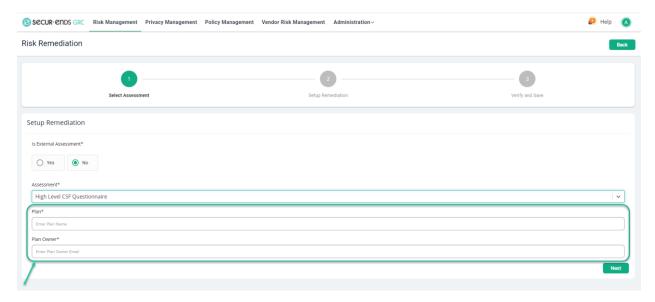


1.5.1 Step 1: Select Assessment

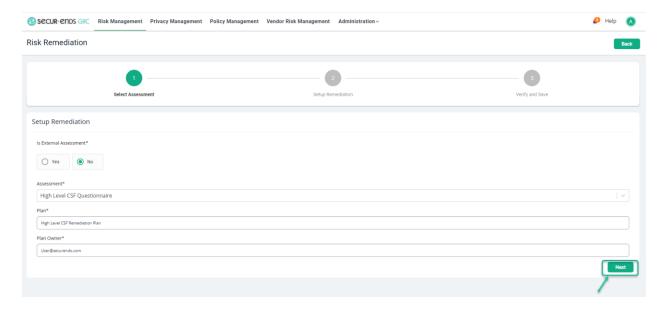
Select External Assessment option and Assessment from the drop-down list.



Enter a Plan name and Plan Owner.

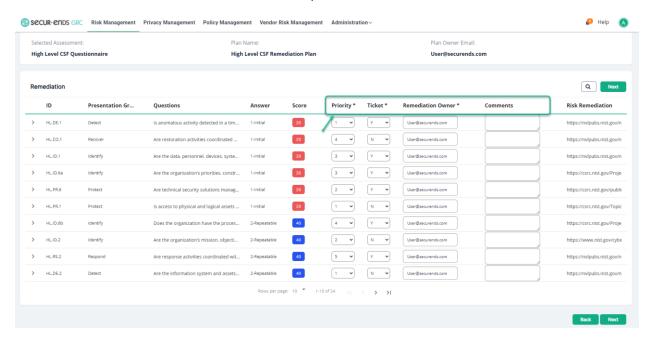


Click the **Next** button.

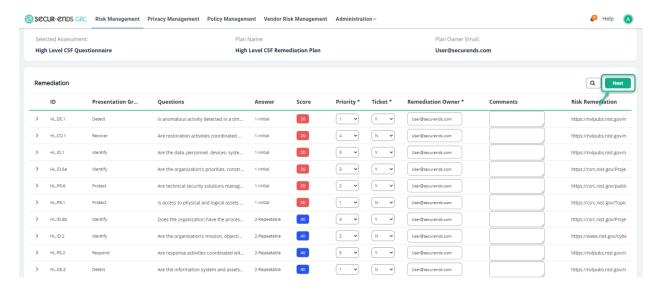


1.5.2 Step 2: Setup Remediation

Of those items that need to be remediated, select a **Priority** and a choice of **Ticket** actions from the drop-down menu, enter a unique **Remediation Owner** for each row and add the necessary **Comments** to the rows that selected to be included on the report.

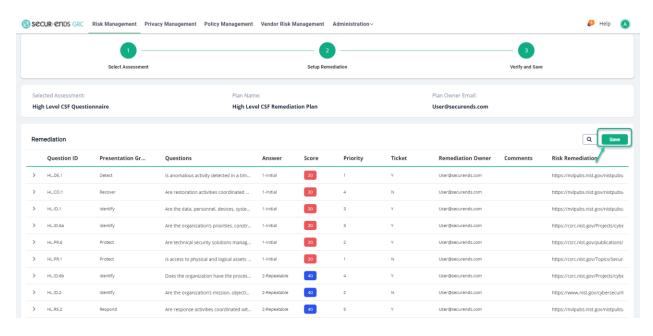


Click the **Next** button.

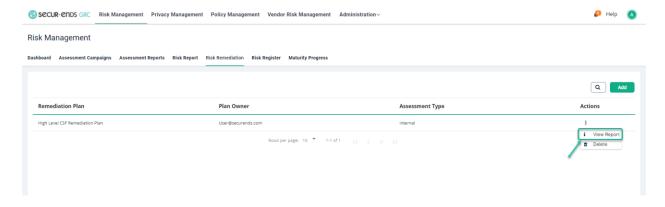


1.5.3 Step 3: Verify and Save

Click the Save button.

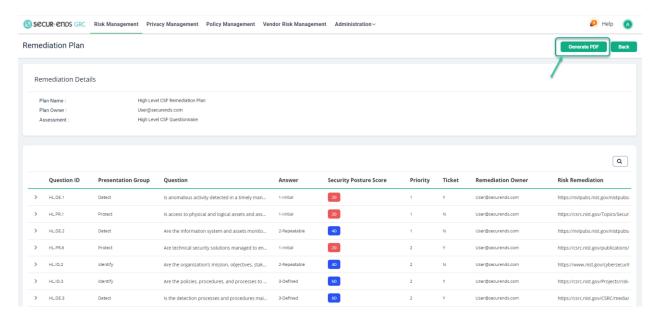


Click the **Actions** Menu and select **View Report** option.



Generate Remediation Plan Report

Click the **Generate PDF** button.

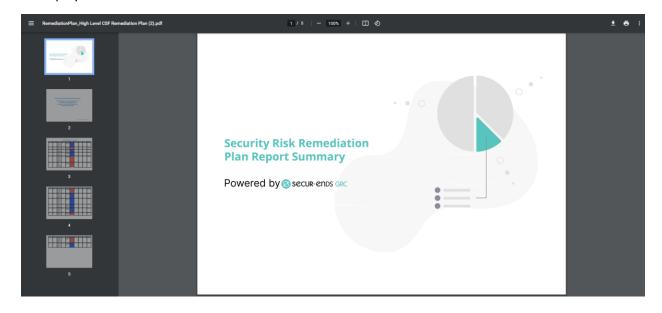


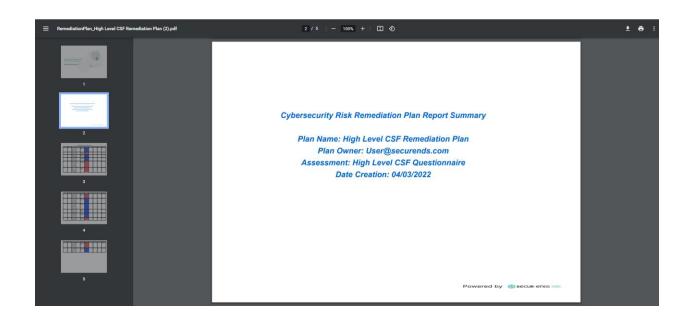
Open or Save the PDF

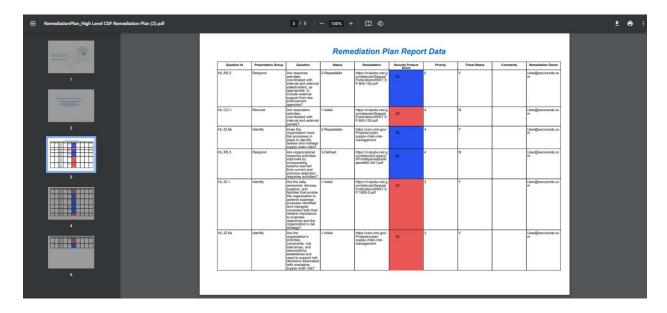
As shown in the Chrome browser.



As displayed in a PDF reader.



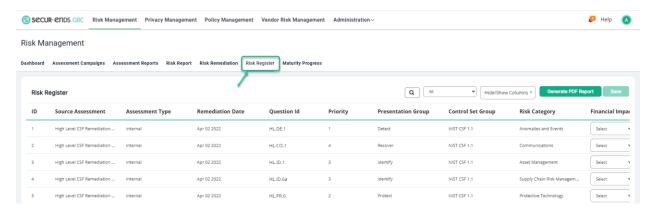




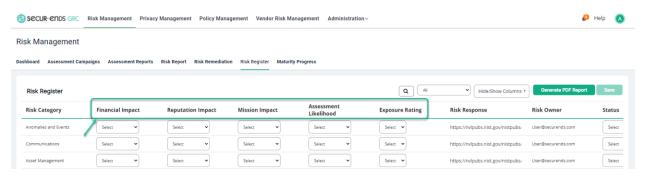
1.6 Risk Register

A method of communication to the Enterprise Risk Management team is incorporated in the Risk Register. The content of the page is derived from the NISTIR 8286B document for gathering and prioritizing of IT cybersecurity risks for delivering to executive management for resolution actions.

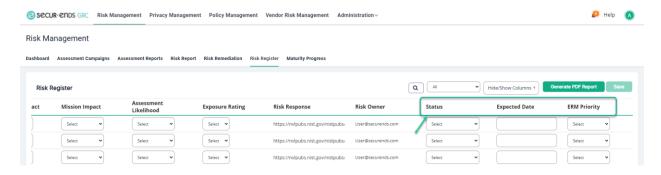
Click the **Risk Management** tab on the main menu and select **Risk Register** tab.



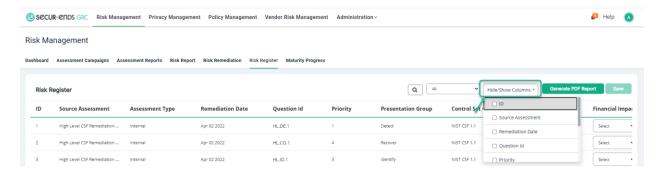
Select the **Financial Impact, Reputation Impact, Mission Impact, Assessment Likelihood**, and **Exposure Rating** drop-down menus.



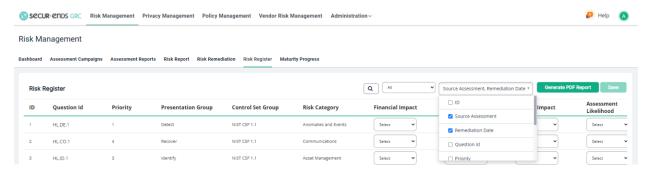
Select Status, ERM Priority in drop-down menus and enter an Expected Date of remediation.



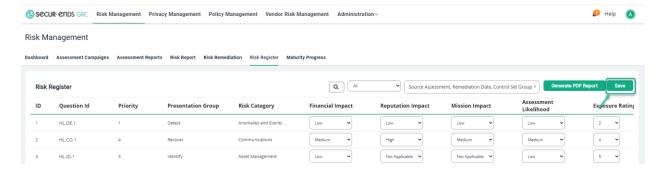
Select Hide/Show Columns in the drop-down menu.



Select the columns that are presented in the report.

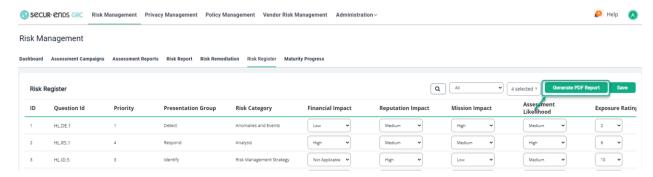


Click the Save button.



Generate a Remediation Plan Report

Click the **Generate PDF Report** button.

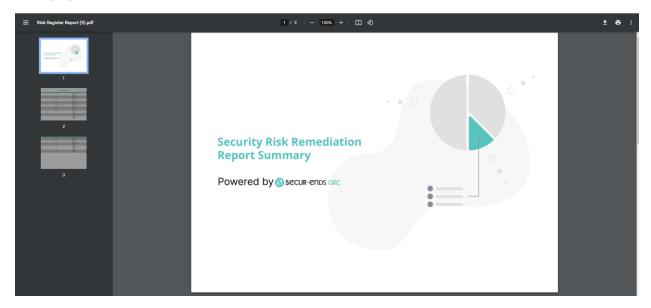


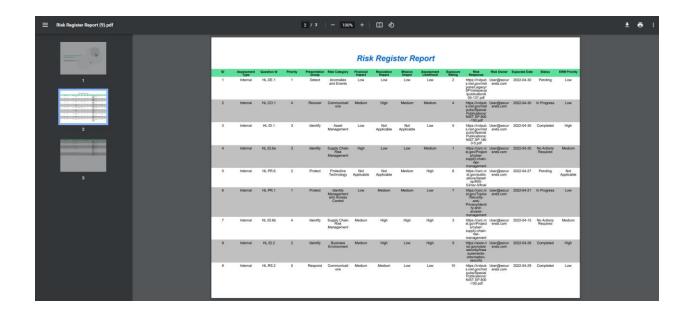
Open or Save PDF Report

As shown in the Chrome browser.

© RiskRemediationR_pdf ∧

As displayed in a PDF reader.

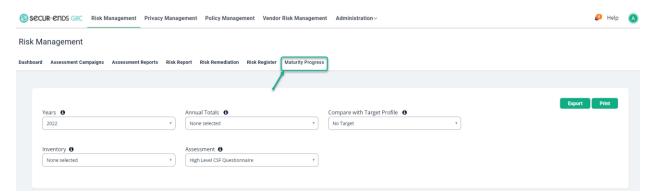




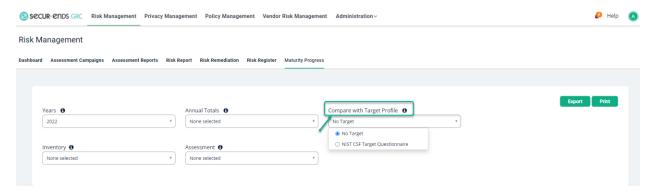
1.7 Maturity Progress

The comparison of the current assessments with a target profile assessment is found within the Maturity Progress page.

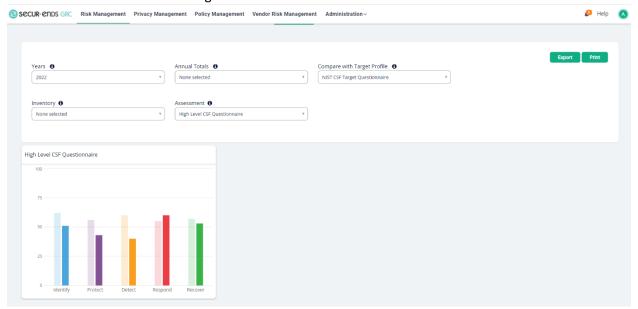
Click the **Risk Management** tab on the main menu and select **Maturity Progress** tab.



Select the Target Profile from the drop-down menu to compare with the Campaigns.



Select a dropdown option of **Years**, **Annual totals**, **Inventory**, or **Assessment** for the comparison of current assessments with the Target Profile.



[End of Risk Management User Guide]