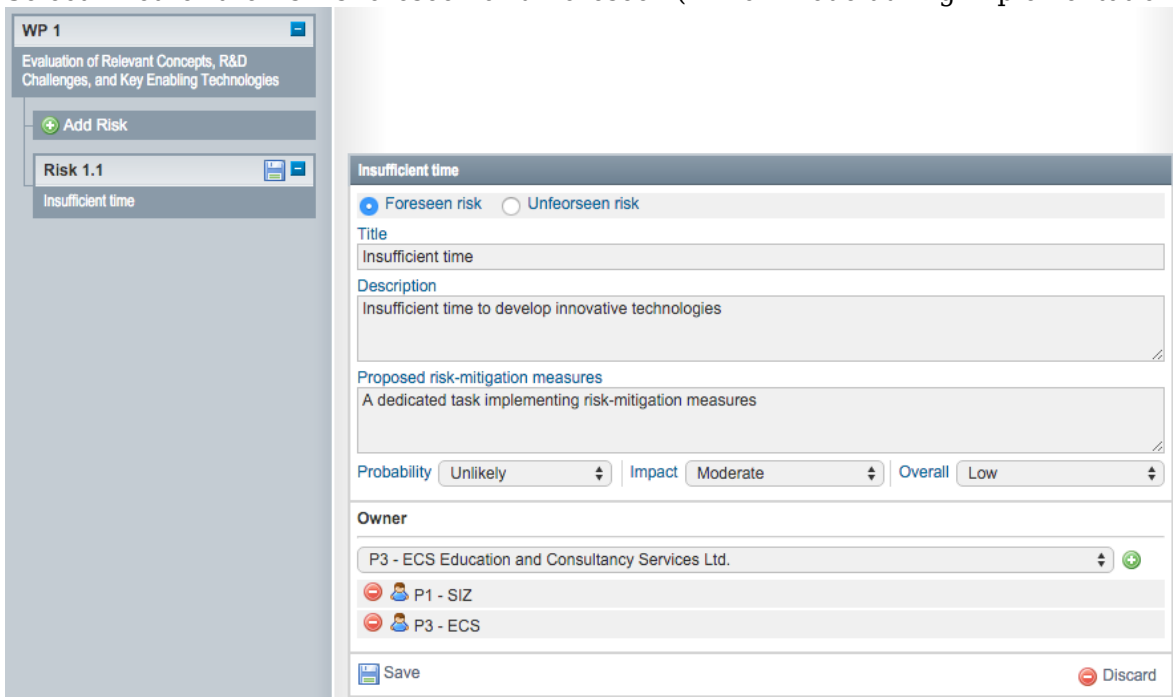


Plan and Manage Risks

At **Proposal > Work plan > Risks** and at **DoA > Work plan > Risks** during implementation, users with *Coordinator Rights* and *Contractor Rights* can plan and manage foreseen (and unforeseen) risks. In the exported proposal, the system extracts and lists all foreseen and unforeseen risks in the relevant section.

Create a Risks

1. Open the involved work package and click 
2. Select whether the risk is foreseen or unforeseen (in DoA mode during implementation)



The screenshot displays the 'Add Risk' interface. On the left, a sidebar shows the work package 'WP 1' with the title 'Evaluation of Relevant Concepts, R&D Challenges, and Key Enabling Technologies'. Below this, there is an 'Add Risk' button and a list of risks, with 'Risk 1.1' (Insufficient time) selected. The main area shows the form for 'Insufficient time'. It includes radio buttons for 'Foreseen risk' (selected) and 'Unforeseen risk'. The 'Title' field contains 'Insufficient time', and the 'Description' field contains 'Insufficient time to develop innovative technologies'. The 'Proposed risk-mitigation measures' field contains 'A dedicated task implementing risk-mitigation measures'. Below these are dropdown menus for 'Probability' (Unlikely), 'Impact' (Moderate), and 'Overall' (Low). The 'Owner' section shows 'P3 - ECS Education and Consultancy Services Ltd.' with a plus icon. Below the owner, there are two entries: 'P1 - SIZ' and 'P3 - ECS', each with a minus icon. At the bottom, there are 'Save' and 'Discard' buttons.


3. Enter the relevant risk properties
4. Select the Risk's Probability, Impact and Overall risk
5. Add further risk's **Owners** (your partner is added by default).
6. Click **Save** to create & save the new risk entry (or **Discard** to discard the new risk entry)

Finalize/Unfinalize a Risk entry

You may finalize a risk entry by clicking the  button. This will lock the entry and prevent other users from editing. To unlock the editing click the  button.


Once a user with *Contractor Rights* finalizes the entry, it can only be unfinalized by users with *Coordinator Rights*. If you do not have *Coordinator Rights* and you need a section unfinalized, please request that this be done by the coordinator of your project.

Edit a Risk entry

To edit the risk properties, open the risk with the  at the item in the risk list on the left. The properties appear on the right and can be edited directly. Any changes are saved automatically.

Note that only users with *Coordinator Rights* or users with *Contractor Rights* assigned to one of the risk owners can edit the risk entry.

Delete a Risk entry

To delete a risk entry, click the  icon at the item in the risk list on the left and confirm the prompt with YES.

This entry was posted on Thursday, January 1st, 2015 at 12:54 pm and is filed under [Setup and Manage the Work Plan](#)

You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.