



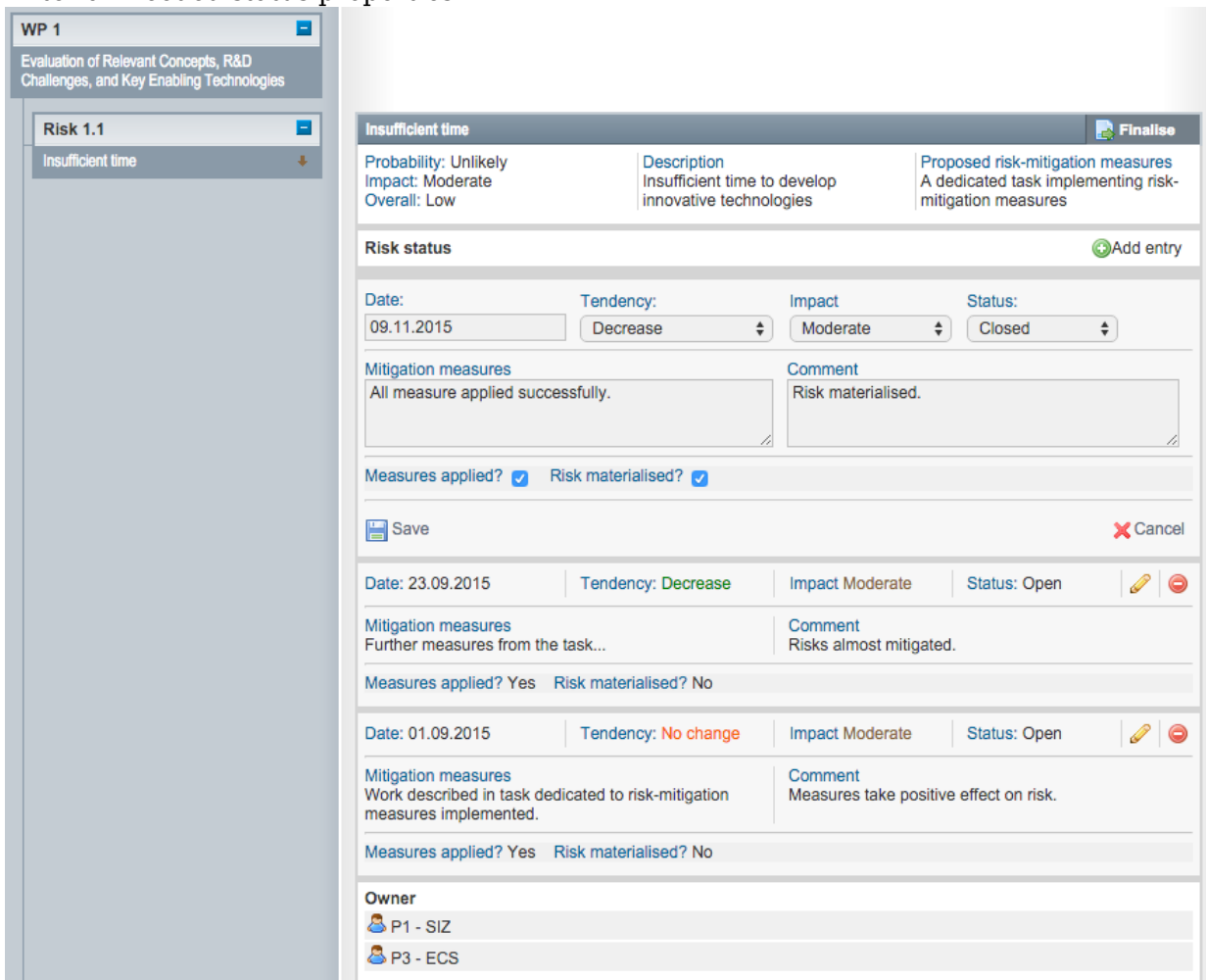
Reporting Status Updates on Risks Developments

At **Implementation > Reporting > Risks**, all users can track and report status updates on the risk development and mitigation actions.

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

Report a Status Update on a Risk

1. At **Implementation > Reporting > Risks**, open the parent *Work Package*. All attached *Risks* appear.
2. Open a Risk by clicking the  icon. The risk properties and status tracker appear.
3. Now click  **Add entry** to report a new status on the risk
4. Enter all needed status properties




The screenshot shows the 'Risk 1.1' status update form. The form is titled 'Insufficient time' and has a 'Finalise' button. It includes the following fields and options:

- Probability:** Unlikely
- Impact:** Moderate
- Overall:** Low
- Description:** Insufficient time to develop innovative technologies
- Proposed risk-mitigation measures:** A dedicated task implementing risk-mitigation measures
- Risk status:** Add entry
- Date:** 09.11.2015
- Tendency:** Decrease
- Impact:** Moderate
- Status:** Closed
- Mitigation measures:** All measure applied successfully.
- Comment:** Risk materialised.
- Measures applied?**
- Risk materialised?**
- Save** button and **Cancel** button.
- Date:** 23.09.2015
- Tendency:** Decrease
- Impact:** Moderate
- Status:** Open
- Mitigation measures:** Further measures from the task...
- Comment:** Risks almost mitigated.
- Measures applied?** Yes
- Risk materialised?** No
- Date:** 01.09.2015
- Tendency:** No change
- Impact:** Moderate
- Status:** Open
- Mitigation measures:** Work described in task dedicated to risk-mitigation measures implemented.
- Comment:** Measures take positive effect on risk.
- Measures applied?** Yes
- Risk materialised?** No
- Owner:** P1 - SIZ, P3 - ECS



5. Click **Save** to create & save the new risk status entry (or **Cancel** to discard the new risk status entry)
The new status entry is sorted into the risk status list according to its date (date descending).

Note that the latest status including all properties for each risk will be exported to the report in the risk table. In the report only status with a date before the exported report's due date are considered (e.g. Report M1-M12 with a due date in M13 considers all status updates till M13). Due dates can be defined by users with Coordinator Rights at **Implementation > Controlling > Report / Review Schedule**.

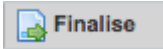
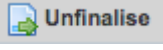
Edit an existing Risk Status

To edit a risk status, open the risk with the  at the item in the risk list on the left. The risk properties and status tracker appear. Then look for the status entry to edit and click the  icon.

Delete a Risk entry

To edit a risk status, open the risk with the  at the item in the risk list on the left. The risk properties and status tracker appear. To delete a risk status entry, look for the status entry to delete and click the  icon. Confirm the prompt with YES.

Finalize/Unfinalize a Risk entry

You may finalize (lock) the reporting on a risk by clicking the  button. This will lock the reporting and prevent other users from reporting/editing. To unlock the reporting 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.

Create or Edit a Risk

Risks are managed as part of the project plan (DoA) at **DoA > Work plan > Risks**. To create new risks or manage existing risks, please read further [here](#).

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