

Kahua Quick Reference Guide

Risk Register

Project Lifecycle Applicability



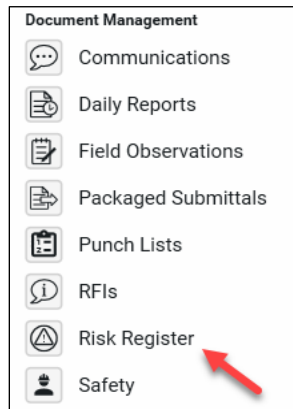
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The Risk Register application allows an Author to highlight potential risks categories that may affect the project budget or schedule and to establish a plan for mitigating those risks. The app's process automation simplifies tracking and documenting 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. Benefits 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.

Navigate to the Risk Register App

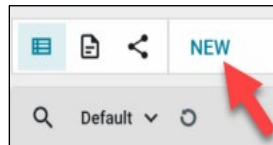
1. Open the project using Project Finder in the left navigation pane.
2. Select **Risk Register** in the Document Management section of the App launcher.



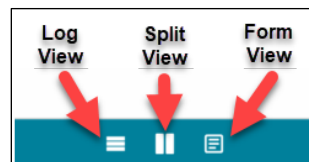
Create a Risk Register Record

This action is typically created by the following roles: **GSA-Regional Manager**, **GSA-PM/COR**, **EXT-PM**, **EXT-CMa**, **EXT-CMa (Limited)**, or **EXT-Lease Broker Contractor**.

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.



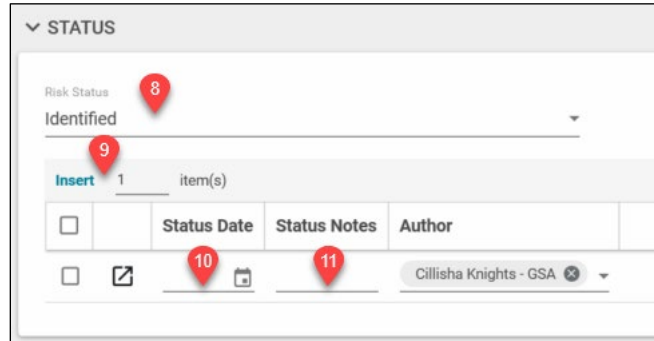
Details Section

2. The **Number** and **Date Identified** fields auto-populate, but they can be changed if necessary.
3. Enter a **Brief Risk Description**.
4. Enter a **Detailed Risk Description**.
5. Select a **Responsible Individual** from the drop-down list.
6. Select the **Project Phase of Occurrence** from the drop-down list.
7. Place a check in the box **Include on Program Dashboard** if the Risk Register record should be included on the Program Dashboard (i.e. Dashboard app) or on Kahua fact sheets.

Status Section

8. The **Risk Status** defaults to "Identified". If needed, another status can be selected from

- the drop-down list.
9. If applicable, change the number 1 to the number of **Risk Status Notes** needed, then click **Insert**.
 10. Update the **Status Date** field with the appropriate date.
 11. Update the **Status Notes** field with details related to the status for the date that was selected. If needed, multiple Status Notes can be entered.



Assessment Section

12. Select as many **Categories Impacted** as needed.
13. Enter details of the impact in the **Impact Description** field.
14. Select an **Impact Severity** value from the drop-down list.
15. Select an **Impact Probability** from the drop-down list.
16. Once the Impact Severity and Impact Probability values have been selected, click **Save** for Kahua to calculate the **Risk Rating number** and **Overall Risk Ranking**. Refer to the [Kahua Risk Matrix](#) section below. If needed, the Risk Rating value and Overall Risk Ranking can change if the Impact Severity and Impact Probability values change.



17. If 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.
18. If 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.
19. Once a Potential Schedule Impact and/or Potential Budget Impact value is entered, click **Save** for Kahua to calculate the **Schedule Contingency** and/or **Budget Contingency** value.

Potential Schedule Impact (in days)	
30	
Potential Budget Impact	
\$	50,000.00
<input type="checkbox"/>	Schedule Contingency Override
Schedule Contingency	19
<input type="checkbox"/>	Budget Contingency Override
Budget Contingency	\$31,500.00

Note: Any changes made to the Risk Rating value (composed of the Impact Severity and Impact Probability fields), Potential Schedule Impact value, or Potential Budget Impact value will change the Schedule Contingency and/or Budget Contingency values.

20. If the Schedule Contingency value needs to change or be overridden, check the **Schedule Contingency Override** box, and enter in a value for the Schedule Contingency in the space provided.
21. If the Budget Contingency value needs to change or be overridden, check the **Budget Contingency Override** box, and enter in a value for the Schedule Contingency in the space provided.

<input checked="" type="checkbox"/>	Schedule Contingency Override
Schedule Contingency	19
Schedule Contingency	19
<input checked="" type="checkbox"/>	Budget Contingency Override
Budget Contingency	\$31,500.00
Budget Contingency	\$ 31,500.00

Mitigation Section

22. Select the appropriate **Response Action/Strategy** from the drop-down list.
23. Enter a **Response Action/Strategy Description**.
24. Enter a date for **Last Update**.
25. Fill in an appropriate value for **Possible Trigger Events**.
26. Establish a range in the **Timeline to Impact**.
27. Identify the **Expected Date of Impact**.
28. Enter **Escalation Notes** as needed.

▼ MITIGATION

Response Action/Strategy ▼

Response Action/Strategy Description

Last Update 📅

Possible Trigger Events

Timeline to Impact ▼

Expected Date of Impact 📅

Escalation Notes

Action Items Section

Note: This section is optional. If a user needs to be assigned as a responsible person to complete a task, follow the steps in this section. Otherwise, continue to the next section.

29. If applicable, change the number 1 to the number of **Action Items** needed, then click **Insert**.
30. Enter in the **Subject** for the Action Item(s).
31. Identify a **Responsible Person** for the Action Item(s).
32. Select the **Date Assigned** for the Action Item(s).
33. Enter the **Due Date** for the Action Item(s).
34. No action is needed for the **Complete Date**. This field is filled in when the **Responsible Person** marks their task as complete. The author of the Risk Register document can re-open a complete task if necessary.
35. The **Status** changes as the Action Item is workflowed.
36. Enter in the **Action Needed** from the responsible person.

▼ ACTION ITEMS

Insert 1 item(s)

	Subject	Responsible Person	Date Assigned	Due Date	Complete Date	Status	Action Needed
📄	30 _____	31 _____	32 📅	33 📅	📅	Not Assigned	36 _____

Evaluation Section

Note: This section is typically filled in when the user is ready to finalize or close out the Risk Register record. Please refer to the [Finalizing Risk Register Record](#) section below for guidance on the Evaluation section.

Comments Section

37. Enter any clarifying details in the New Comment field.

Reference Section

38. 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**.

39. Click **Save/Close** to complete the creation of the Risk Register Record.

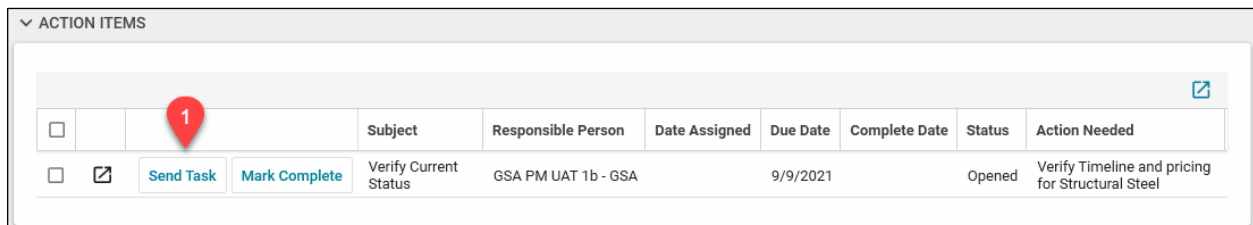
Send a Risk Register Action Item As a Task

This action is typically completed by the following roles: **GSA-Regional Manager, GSA-PM/COR, EXT-PM, EXT-CMa, EXT-CMa (Limited), or EXT-Lease Broker Contractor**.

Once the Risk Register record has been Saved and Closed, a Task can be sent to the responsible person identified in the Action Items section.

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

1. With the Risk Register record open, click the **Send Task** button in the Action Items section. This changes the Status to **Assigned**.



ACTION ITEMS								
<input type="checkbox"/>		Subject	Responsible Person	Date Assigned	Due Date	Complete Date	Status	Action Needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Current Status	GSA PM UAT 1b - GSA		9/9/2021		Opened	Verify Timeline and pricing for Structural Steel

Notification: The Responsible Person contains a Task and message with the subject: Action Item [Subject] on [Project Name] sent for action.

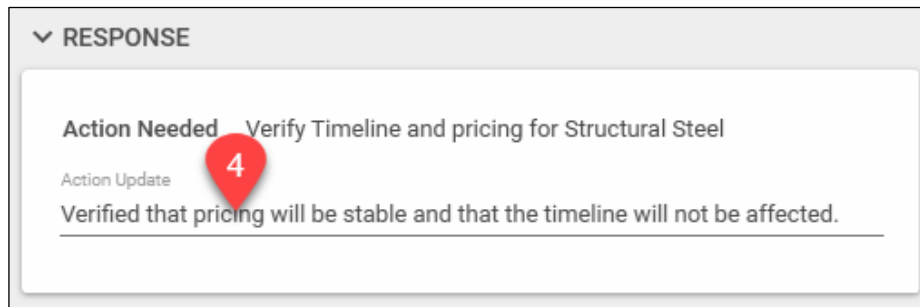
View and Send the Record to Others

2. Users also have the option of viewing and sending the Risk Register record to other users who would like a copy.
 - a. **View** displays the record as a PDF, which can be exported.
 - b. **Send** sends a PDF copy of the Risk Register item and any attached Reference document to the list of recipients included in the New Message window.
 - i. Checking the **Copy to Communications** box adds the message to the Communications App for future reference.

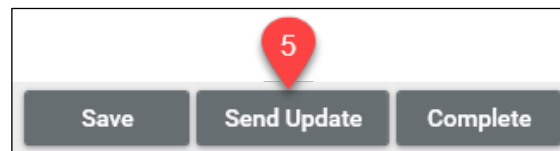
Respond to a Risk Register Task

This action is typically completed by the following roles: **Anyone with a Kahua Account**

1. An email and task notification are sent to the listed Responsible Person for an action item.
2. Log into Kahua and navigate to the **Tasks** app in the left navigation pane.
3. Select the Action Item task for the Risk Register app.
4. In the **Action Update** field, enter the response to the Action Needed.

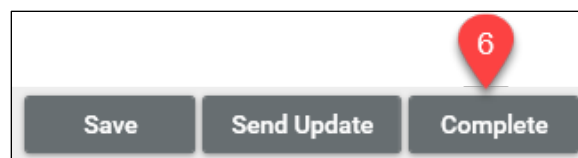


5. Click **Save** to save your work and return later, or click **Send Update** to send a response update to the author of the Risk Register record. The task remains open, but this allows the user to notify the author of their updates.



6. Click the **Complete** button to send a response update back to the author of the Risk Register record and mark the task as complete. This action moves the Active Task to the Completed Tasks list and change the workflow status from Assigned to Complete in the Risk Register record's Action Item section.

Note: Any Risk Register task marked complete can be re-opened if necessary.



Finalize a Risk Register Record

This action is typically completed by the following roles: **GSA-Regional Manager, GSA-PM/COR, EXT-PM, EXT-CMa, EXT-CMa (Limited), or EXT-Lease Broker Contractor**

1. Once ready to finalize and close out the Risk Register record, open the record within the appropriate project.

2. Click the **Edit** button.
3. Scroll to the **Status** section or use the Section Navigation box on the right side of the document to quickly access different sections.

Status Section

4. Select the appropriate status from the **Risk Status** drop-down list (i.e. Resolved)
5. If applicable, click **Insert** to add additional **Risk Status Notes**.
6. Update the **Status Date** field with the appropriate date.
7. Update the **Status Notes** field with details related to the status for the date that was selected. If needed, you can enter multiple Status Notes.

Evaluation Section

8. Select the **Risk Resolution Date**.
9. Select the outcome of the Risk Evaluation in the **Resolution field**.
10. Enter information to support the outcome of the Risk Evaluation in the **Resolution Notes** field.
11. Record the **Actual Trigger Events** contrasted with the **Potential Trigger Events** identified in the Mitigation Section.
12. Record the **Actual Schedule Impact** contrasted with the **Potential Schedule Impact (in days)** identified in the Assessment Section.
13. Record the **Actual Budget Impact** contrasted with the **Potential Budget Impact** identified in the Assessment Section.

Comments Section

14. Add any final comments to the **New Comments** field in the Comments section.
15. Once all updates have been made to the Risk Register record, click **Save/Close** at the bottom of the form.

Kahua Risk Matrix

Kahua's Risk Matrix shows how Kahua assigns the Overall Risk Rating. To calculate Risk Rating, Kahua multiplies the value entered in the Impact Probability by the Impact Severity.

		PROBABILITY				
		1	2	3	4	5
SEVERITY	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Next, Kahua uses the Risk Rating to assign an Overall Risk Ranking. Refer to the image below to see the Overall Risk Ranking that is assigned based on the calculated Risk Rating.

RATING	IMPORTANCE
1-3	Very Low
4-5	Low
6-14	Moderate
15-19	High
20-25	Very High

Resources

For additional help with Kahua applications, you can access the GSA Project Management Information System site for instructor-led training, self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

Related Guidance

[Project Finder Tasks](#)