

GuardianERM.net IMPLEMENTATION PLAN



Activity *	Who	Week			
		1	2	3	4
Planning					
Kick-off meeting	InC/Client	█			
System set-up					
Set up client data base	InC	█			
Provide admin log-in details to client	InC	█			
Set up workflow service (subject to user license)	InC	█			
Set up & test Single Sign On (subject to user license)	InC	█			
Set up & test Intranet Incident registration form (subject to user license)	InC	█			
System training					
Administrator training	InC/Client	█			
Train the Trainer training	InC/Client	█			
Client system configuration					
Configure system parameters	Client/Admin		█		
Configure heat map	Client/Admin		█		
Configure Likelihood & consequence tables	Client/Admin		█		
Configure risk categories	Client/Admin		█		
Configure Risk Appetite	Client/Admin		█		
Configure incident management	Client/Admin		█		
Configure workflow settings	Client/Admin		█		
Set up organisation units structure	Client/Admin		█		
Set up incident - code maintenance	Client/Admin		█		
Include Guardian User Access/cancellation into SOP	Client/Admin		█		
Set up Users	Client/Admin		█		
Provide User Access to organisation units/functions	Client/Admin		█		
Client user acceptance testing	Client/Admin		█		
Update Risk Management Framework					
Update RM plan to include GuardianERM.net processes	Client Risk Officer			█	
End-User training	Client Risk Officer			█	
Import risks into risk library	Client Risk Officer			█	
Email all Guardian users their login/password details	Client Risk Officer			█	
Guardian goes live	Client Risk Officer			█	
Brief Exec Team/Board on progress	Client Risk Officer			█	
Initial user activities (example)					
Risk Management - Risk workshop to review and update risks	Client Risk Officer				█
Compliance - Import compliance activities	Client Risk Officer				█
Compliance - Set up/allocate compliance activities	Client Risk Officer				█

* Activities above are indicative only and will vary based on organisation, maturing and licensing option selected