

# GuardianERM.net Implementation Plan [DRAFT]

Activity	Who	When
<b>Risk Management Framework</b>		
Initial consultation with stakeholders	Client	
RM project plan to formalise framework	Client	
CEO Communication to all staff	Client	
Articulate risk appetite, set context & risk criterion	Client	
Develop Risk Management Policy	Client	
Board sign-off of RM Policy	Client	
Develop Risk Management Plan	Client	
Management sign-off of RM Plan	Client	
Develop risk management procedures	Client	
CEO Communication to all staff	Client	
Introductory risk management training	Client	
Brief Exec Team/Board on progress	Client	
<b>GuardianERM.net</b>		
Set up GuardianERM.net data base	InConsult	
Provide admin log-in details to client	InConsult	
Super-user/Administrator training	InConsult	
Set up users	Client/Admin	
Configure system parameters	Client/Admin	
Configure heat map	Client/Admin	
Configure likelihood & consequence tables	Client/Admin	
Configure incident management	Client	
Configure workflow email settings	Client/Admin	
Set up organisation units incl. email accounts	Client	
Include GuardianERM.net User access/cancellation into SOP	Client	
Provide User Access to organisation units/functions	Client/Admin	
Set up workflow service	InConsult	
Update RM plan to include GuardianERM.net processes	Client	
End-User training	Client	
Import risks into risk library	Client	
Email all GuardianERM.net users their login/password details	Client	
Guardian goes live	Client	
Brief Exec Team/Board on progress	Client	
<b>Initial user activities</b>		
Risk workshop to profile risks using GuardianERM.net	Client	
Set up key compliance activities	Client	



This draft GuardianERM.net Implementation Plan highlights the key stages when implementing GuardianERM.net and includes the initial stages of risk management framework development to help you align GuardianERM.net with your risk management framework.