

**Dorset Portfolio  
Management Office**

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**Celoxis**

**Risks and Issues**

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# Risks and Issues in Celoxis

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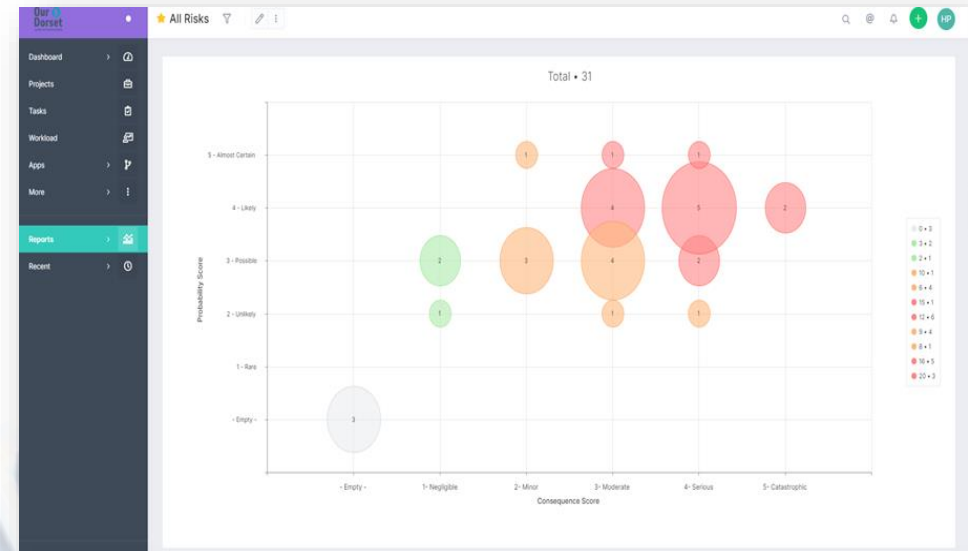
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Click to jump to a section

Use the 'Home' button to come back here



Risk or Issue	Project	Risk Code	State	Name	Risk Description	Risk Score	Mitigation/Comm.	Assigned To	Next Review Date	Risk Health
Issue										
KE Project test										
			Active	Catastrophe		16	Engage everyone Think of a plan Sort it out Celebrate	Project Manager (test)	16 Feb 21	Overdue
Commissioning										
	002	Draft		Example Issue		16		Team Member (test)	19 Feb 21	Overdue
Risk										
			Draft	Generic PMO sample risk		15	Def going to happen	Project Manager (test)		No Data Set
Commissioning										
			Active	Operational Pressures on workstream leads could cause delays in delivery of plan		16			15 Feb 21	Overdue
OAN_004_002 - Acute Internal Medicine										
	STP_RSK_35		Active	Staff accommodation not signed off.	This accommodation has not yet fully been identified. Not within the ED footprint.	0			1 Mar 21	Up To Date
	STP_RSK_459		Active	Acute Medicine Model currently	Model of Care.	6	Latest update /	Daniel Murray	1 Mar 21	Up To Date

## The Risk and Issue Register >>>

# The Risk and Issue Register

Filter by score, assigned person, owner, review date and more

You can go straight to the register where you will see all risks and issues assigned to you

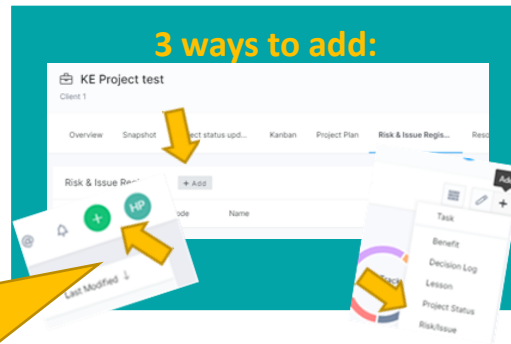
Items are grouped based on whether they are a risk or issue

You can make edits from the register screen where you see the pencil icon

Click on a risk name to open it for more details or editing

Generic PMO sample risk

# Adding Risks and Issues



## Name:

The system limits this to 120 characters so please shorten the risk titles to summarise into this shorter format (remaining info can go into the next field)

## Risk Description, Causes & Consequences:

Describe the risk (what might normally have gone into the risk title) and add causes / consequences

The system has a very good audit trail history so all previous/over typed comments are saved and can be retrieved quite easily.

## Mitigation/ Comments:

Add planned actions into here and then latest updates and comments. Each time you add a new update you can overtype the last reviewed comment so that you don't end up with reams of comments

See suggested format here 

## Risk Owner/ Actionee:

There is an additional free text field for you to add executives/non system users as Risks Owners or Actionees. The risk assignee column remains in place and will need to be completed regardless of whether there is an additional risk owner

## Priority / Due Date:

Optional / leave blank – these fields will not be reported on

The default value for this is the project manager who will be assumed as the risk owner unless additional text is added to the Risk Owner/Actionee column

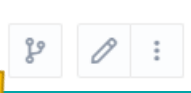
## Assigned to:

The default assignee/risk owner/actionee if no external person is identified in the free text field

## Description:

PLEASE LEAVE BLANK and use the Risk Description, Causes & Consequences field – this field will not be reported on

Remember to 'Activate' your risk or issue to make it live.



# Risk and Issue Workflow

**Another important risk**  
KE Project test

Overview

ID	1136626	Project	KE Project test
Assigned To	Team Member (test)	Risk Code	
Risk or Issue	Risk	Consequence Score	2- Minor
Probability Score	5 - Almost Certain	Risk Score	10
Potential Cost			

The Risk and Issue menu has the option to close, edit or perform any of the other actions shown here. If you need to change a risk to an issue, use the *Edit* function or quick edit (see below)

Workflow: Draft (20 days ago), Active (20 days ago), Closed

- Close Risk
- Follow
- Reassign
- Copy
- Move
- Audit Log
- Delete
- Permalink

**Another important risk**  
KE Project test

Overview

ID	1136626	Project	KE Project test
Assigned To	Team Member (test)	Risk Code	
Risk or Issue	Risk	Consequence Score	2- Minor
Probability Score	5 - Almost Certain	Risk Score	10
Potential Cost			

You can also make quick changes wherever the pencil icon appears (on hover)

**Edit Risk/Issue**

Name: Another important risk

State: Active

Risk Code: [input field]

Consequence Score: 2- Minor

Potential Cost (€): [input field]

Next Review Date: [input field]

Risk or Issue: **Risk** (dropdown menu open showing Risk and Issue options)

Easily change your risk to issue when necessary

# Risk & Issue Reports

All Reports

Search: risk

Navigation: All Reports, Favourite, Project, App, Dashboard, Time Phased, Activity Log, Task, Assignment

- All Risks (Marc Gorman)
- At Risk Tasks (Sally-Ann Webb)
- Critical Risks (12+) (Sally-Ann Webb)
- Manager Project Risks (Sally-Ann Webb)
- Milestones At Risk (Marc Gorman)
- My Active Risks (Kathryn Edwards)
- Open Risks (Sally-Ann Webb)
- Portfolio Project Risks (Kathryn Edwards)
- Project Risks (Kathryn Edwards)
- Risks (12+) (Marc Gorman)

In the 'Reports' screen, use the search bar to quickly find risk and issue reports

Some reports are in your dashboards, but they can still be run as standalone reports too

Remember, you can star or 'favourite' reports which you will use most often




Project	Risk Code	Name	Date Raised	Current Risk Score	Assigned To	Risk Health	Mitigation/Last Updated
Reconfiguration Move 1							

You can adjust column widths to show the information in a more user-friendly format



All reports can be printed to PDF, HTML or Image formats. You can also print your Risk & Issue Register from within projects

# Risk Codes

Risks/Issues   

<input checked="" type="checkbox"/>	Risk or Issue	Project	Risk Code	State	Name	Risk Description
<input type="checkbox"/>					Teams	It gives us... and either... Will be rais...
PMO Intranet Revamp <sup>1</sup>						
<input type="checkbox"/>			INT_001	Active	Duplic	
Issue <sup>2</sup>						
PMO Website / OD content <sup>1</sup>						
<input type="checkbox"/>			JOD_003	Active	Comm break	
Celoxis launch & rollout <sup>1</sup>						
<input type="checkbox"/>			CEI_003	Active	Printin Report	

Risk & Issue Register + Add

<input checked="" type="checkbox"/>	Risk or Issue	Risk Code	Name
Risk <sup>5</sup>			
<input type="checkbox"/>		005	New Organisa
<input type="checkbox"/>		001	Capacity of ke
<input type="checkbox"/>		006	
<input type="checkbox"/>		004	Programme Ti
<input type="checkbox"/>		003	Project Manag

See the 'Getting Started' guide for Project coding conventions

## Coding Conventions



Keep it short and simple



If using letters, use letters related to the project code




Use numbers in a sequential pattern, for example 01, 02, 03 or 001, 002, 003



You can combine letters and numbers or simply use numbers

# FAQs and Appendix

## Why is nothing showing on my reports or dashboards?

- Look for the filter icon  and ensure you only have necessary filters on, otherwise click 'Clear' to see all available results

## Why are my project health indicators not showing?

- Check that your project state is 'Active'. Health indicators do not show in 'Draft' state

## I made some changes but my status calculations have not changed.

- Click the 'Recalculate Projections' button in the project screens to update status

## Do I need to follow the exact process for adding risks and issues?

- Yes, to ensure the relevant information can be reported on and maintain consistency across the system

## Is there more training available for myself or my team?

- Contact the PMO to discuss your training and user needs, or alternatively join our [Teams channel](#) where we post all our updates

### Risk/ Issue suggesting mitigation format:

Mitigation/Comments

Last Reviewed - 06/08/20: Start was delayed due to Covid. Impacted by loss of beds due to CCU space being given over to ITU. 8 week pilot currently in progress to assess impact.

Planned Actions: To discuss the change in pathway with the clinical site team and ensure that a SOP is produced and agreed with the operational delivery team at RBH.