

Advices

1. Start by filling in worksheet **1. DOCUMENT INFORMATION**.
2. Continue with worksheet **2. SCOPE**
3. Fill out the worksheet **3. RISK ASSESSMENT**, based on **2. SCOPE**.
4. After validation then record **Medium - and High Impact risks** in Tieto Risk Management Database (Archer) .
- NOTE! Keep the formats in the template to facilitate future automated reading to TietoEVRY Risk Management Database (Archer) .

Tieto Risk Rating and Assessment

					Continuous risks	Less than every ten (10) years	Once every five (5) years	Once (1) a year	Occurs several times every year
					Project risks	Less than 5% Likelihood to occur in the project	5-20% Likelihood to occur in the project	20-60% Likelihood to occur in the project	60-100 % Likelihood to occur in the project
Operational Customer	Strategic		Compliance	Financial	Likelihood Impact	Very Low Likelihood	Low Likelihood	Medium Likelihood	High Likelihood
Major disturbances affecting several customers or services.	Major impact on achievement of strategic objective	Strong public and customer reaction. Considerable and long impact on image or direct impact on share price.	Public reprimand or legal action from regulators or customers	> 500 K€	High Impact	Acceptable, but monitor	Mitigation	Mitigation	Extensive Mitigation
Moderate or major disturbances affecting single or small amount of customers	Moderate impact on achievement of strategic objective	Major impact on reputation and image, which cannot be fixed in the short term, or potential effect on share price.	Severe remarks from any authority or auditor	50 - 500 K€	Medium impact	Acceptable, but monitor	Acceptable, but monitor	Mitigation	Mitigation
Some application or service outages or reduced service level, affecting single or small amount of customers	Minor impact on achievement of strategic objective	Minor impact on reputation and image.	Some remarks from authorities and auditors	10 - 50 K€	Low impact	Acceptable	Acceptable, but monitor	Acceptable, but monitor	Mitigation
No or insignificant disturbance	Negligible impact on achievement of strategic objective	Negligible impact on image	Compliant to policies, standards, requirements, and local regulations	< 10 K€	Very Low Impact	Acceptable	Acceptable	Acceptable, but monitor	Acceptable, but monitor

The Risk Owner makes the decisions

- based on the recommendations in the table.
- "Acceptable"-marked risks may need to be mitigated to achieve own objectives in the responsibility area.
- “Mitigation”- marked risks i.e. **Main risks** (red area), may NOT be mitigated, for example if mitigation costs are unreasonable.
- Major risks** i.e. risks with extremely high impact for TietoEVRY, are reported to TietoEVRY-LT and ARC based on potential loss in EUR. The mitigation actions are monitored and reported frequently and carefully.

Hints for the Risk Assessment (workshop)

- There are several methods for identifying risks in a risk management work shop. The following procedures have been proven to work well:
1. Assure that all participants has RM training and are familiar with the **SCOPE**.
2. Send this template to the participants and ask them to write 2 risks before the meeting.
3. Give possibility for everyone to speak out their risks. **The leader assures that risks are described and understood correctly.**
4. Complete all risk descriptions in the excel sheet, before rating the Impact and Likelihood for each risk.

Documentation and reporting

DOCUMENT INFORMATION

Meeting 1

<date>

Name

Responsibility

<name>Unit Head

<name>Risk Owner

<name>Specialist

<name>IT Manager

<name>Security Manager

<name>Facility Manager

<name>HR manager

<name>

Financial Controller

<name>

Meeting Secretary

Meeting n

<date>

Name

Responsibility

<name>Unit Head

<name>Risk Owner

<name>Specialist

<name>IT manager

<name>Security Manager

<name>Facility Manager

<name>HR manager

<name>

Financial Controller

<name>

Meeting Secretary

Document History	Date	Author	Reviewed by	Approved by	Change History
Version 1.0-1 Draft	<date>	<name>	<name>	<name>	First draft version.
Version 1.0 Approved	<date>	<name>	<name>	<name>	First approved version.
<version>	<date>	<name>	<name>	<name>	<description of changes>

Refer to the 'Document versioning handbook' (QMS00504)

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SCOPE for this Risk Assessment.

Clarify the scope for this Risk Assessment (Context).

<estimate Financial value> Note! The total value (in EUR) of the scope is useful in the Impact Rating, refer **Hints & References** tab.

Operational

<describe the objectives and targets>

<describe the applicable agreements>

Compliance

<describe the applicable legislation>

<describe the applicable standards>

Strategic

<describe the strategies>

Critical Assets

<describe the assets>

[illegible]

Confidential