Annexure 15B

List of Activities for Conducting Risk Assessment (RAP)at Configuration able level & Field level

Functions: Project design & engineering

Code no of RAP activities: At configuration table level (TC01-TC04) & Activity level (TC05-TC09)

Source: Annex 15A

(Refer Chapter:10)

Activities for conducting risk assessment at Configuration table (Macro) Level	**Codes for steps/activities**	**Function applicable**	**Responsibility**
1. Identifying parameters that can influence "Configuration Table level" Risks Once configuration table requirements conceptualisation has been done, the HOD/functional team Identifies a list of important aspects (with inputs from the IT/ERP team or & Internal audit) that can influence likely risks accrued by accessing the Configuration table level risks. a) Likely adverse impact on cycle time /throughput time of process execution for which configuration table is relevant b) Process (using specific identified configuration table) not getting executed completely	TC01	All, Similar	Each HOD
2. Designing Risk assessment template at Configuration table level CFT Designing template at **Annex 15C** for assessing **"Configuration Table level" Risks** based on parameters identified at TC01 and template Design to include at least the following vis a **vis each function**: **Header** **Risk Assessment Process Code**: as relevant **Risk Assessment Date**: As relevant **Consequences likely to accrue due to accessing of configuration table: S**eparate sheet to be attached to capture consequences: **Footer -As a table** Columns to include:	TC02	All, Similar	CFT

Column1. Description of Fields in the configuration table Column2. Code assigned to Configuration Table Column3. Risk classification Rows-Number of rows as per the applicable number of configuration tables in function The proposed design template at annex 15C can be part of the Risk Manual/Risk register. After that, the functional team forwarding the designed template as above to IT/System for software programming of the template with creating, ededitingdeleting, viewing and approving features.			
3. **Software Programming of Risk Assessment template for configuration table** IT/ERP team based on above inputs at TC02, developing software programme for Risk assessment template at 15C having features of: ● Create ● edit ● view ● approve. IT/ERP team after that testing design template /Annex 15C & forwarding it to each relevant HOD for capturing **Configuration Table** level risks vis a respective key function.	TC03	All, Similar	IT/ERP
4. Populating Configuration table level risks in the template a) Based on TC03 & risks identified in Annex 15C, each HOD & functional team deliberating and classifying each Configuration table level Risk as "H or M or L" and populating **annex 15C** vis a vis each function & Risk assessment Process codes as below. **Designing of Architecture** function-RC152 **Interior designing** function-RC153 **Designing of MEP-RC154** And so on for each function b) after that, uploading function-wise template 15C in ERP application software /Production server for go-live	TC04	All, Similar	Each HOD
The overall range of all codes of 4 steps or activities identified as above for assessing Configuration table level risks	TC01-TC04		
Activities for conducting risk assessment at Field (Granularity) Level w.r.t Configuration table level Risk Assessment Processes Code:			

5. Identifying aspects that can influence Classification of "Field choice level" risks- w.r.t each configuration table Once configuration tables have been identified, the HOD/functional team, in consultation with risk management or the Internal audit team Identifying a list of important risk aspects that can facilitate the classification of **"Field choice level" risks** as **High or medium or low.** **Some of the aspects are as below:** ● **Whether field choice pertains to business areas that can impact Project sales revenue or project costs or statutory conformance or project design or project quality or financial reporting** ● **Implication of unauthorised accessing of "Field choice" or carrying out unauthorised amendment in "Field choice."** **Parameters at the operational level that can influence the classification of risks in "Field choice" (vis a vis above aspects) as High or medium or low & associated consequences are as below:** ● Designing of area or unit or building -**incorrect** ● Configuration/specifications of construction area or unit or building-**incorrect** ● Consultation consultant's fee rate computation **-incorrect** ● Contractor's rate computation -**incorrect** ● Payment terms with consultant -**incorrect** ● Payment terms with contractor -**incorrect** ● Segregation of duties for executing various activities of the construction project - **Productivity & construction quality issues** ● Procurement of BOQ material - **excess BOQ becoming a deadstock** ● BOQ usage /consumption -**Compromising on the specification of unit or area or building** ● Purchase rate computation procedure /tax procedure -**Adverse project costs implication or statutory tax rate- noncompliance** ● Movement of BOQ material vis a vis ok storage, issues to the contractor, defective store, construction etc.- **Risk of usage of rejected material or excessive consumption or & reconciliation issues & hence higher project costs or & compromise on project quality**	TC05	All, Similar	Each HOD

● Assigning of responsibilities for Procuring BOQ materials with inappropriate/inadequate skill levels - **Compromise on rate negotiations or & timeliness of supplies of BOQ** ● Costs towards inward freight & insurance-I**ncurring higher costs** ● Payment terms - **Configuring of favourable terms to vendor thus impacting cash outflows faster** ● Area or unit or building -**Probability of completed but defective area or unit or building skipping inspection & getting treated as accepted resulting in customer dissatisfaction & bad reputation of the construction company** ● Area or unit or building -**Probability of defective BOQ (of any type/package) an incoming lot from vendor skipping inspection & getting treated as accepted & Project quality compromise resulting in customer dissatisfaction & bad reputation of the construction company** ● FAR measurement **-Inaccurate measurement & associated imposed penalties or fines & increased costs** ● Architecture or & interior or& MEP or& other work's related aspects w. r. t. completed areas or unit or building - **Probability of defective but, skipping inspection & getting treated as accepted resulting in customer dissatisfaction & bad reputation of the construction company** ● Inspection attributes of BOQ materials w. r. t. Architectural or interior or & MEP or & other work's related packages or construction consumables- **Probability of acceptance of defective BOQ material, thus constructing inferior quality of the project and hence customer dissatisfaction & bad reputation of a construction** company ● Instruments or gauges (with different least counts) for inspecting inspection attributes vis a vis completed areas or units or buildings or BOQ materials etc.- **Probability of using inappropriate resulting in incorrect quality measurements resulting in constructing inferior quality of the project and hence customer dissatisfaction & bad reputation of the construction company**			

● Specifications of completed area or unit or building **- Compromising vis a vis specification requisitioned by the customer and hence the potential risk of loss of sale and loss of potential customers** ● Assigning sale person with inappropriate skills for selling a specific type of areas/units or buildings - **Probability of engaging unskilled sale person or thus resulting in likely loss of sale or lower pricing or unfavourable commercial terms** ● Sales invoicing rates- **Confusion in commercial terms and taxes or and hence likely lower revenue realisation or & statutory non-compliances** ● Payment realisation /inflow terms -**Not aligned to those agreed with the customer, thus impacting cash inflows unfavourably**.			
6. Designing risk assessment template at "Field choice "level vis a vis each configuration table CFT Designing template at **Annex 15 D** for assessing **"Field choice "risks w. r. t. Configuration tables"** based on parameters identified at TC 05 and template Design to include at least following, **Function wise**: **Header** Risk Assessment Process Code: **Configuration table number, Field description, Field Code**, **Risk Classification at Table Level =** (from annex 15C) **Footer (As a table)** Column 1: **Field "Choices" vis a vis each field** Column 2: **Code for field choice** Column 3: **Consequence of incorrect field choice (from the list at activity TC06)** Column 4: **Risk classification at "Field choice "level (**As High or medium or low) Rows-numbers as per applicable field choices in each field of configuration table. The proposed design template at **annex 15D** can be part of the Risk Manual/Risk register. After that, the functional team forwarding the designed template as above to IT/System for software programming of the template with creating, editing, deleting, viewing and approving features.	TC06	All, Similar	CFT
7. Software programming of risk template for Field level IT/ERP team based on above inputs at TC06, developing software programme for Risk assessment template at **annex 15D** having features of: ● Create	TC07	All, Similar	IT/ERP team

• edit • view • approve. IT team after that testing design template /**Annex 15D** & forwarding it to each relevant HOD for capturing **Field choice level risks** w. r. t. **Configuration Table in** respective function.			
8. **Populating "Field" level risks vis a vis each Configuration table** a) Based on the above & risks identified at TC05, each HOD & functional team deliberating and classifying each Configuration table level Risk as High or medium or low" and populating last column in **annex 15D** **Designing of Architecture** – function-RC177 **Interior designing** function-RC178 **Designing of MEP-RC179** And so on for each function b) after that, uploading function-wise template 15D in ERP application software /Production server for go-live	TC08	All, Similar	Each HOD
9. **Incorporating Changes** As & when changes occur vis a vis following for any reason, functional team reviewing and amending populated templates as above 1)changes in Risk Assessment related processes vis a vis configuration table 2)changes in business activities w.r.t Risk Assessment processes for configuration table 3)Change in design of configuration tables 4)Changes in Fields in configuration tables and field choices or field values in these	TC09	All, Similar	Each HOD
Additional activities proposed **per function** for meeting future activity requirements of any function for **"conducting risk assessment at Configuration table level & field-level."**	TC11, TC12, TC13	@1/ function	

Note: Annex numbers 15C,15D are part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions