

List of Steps/Activities for Conducting Risk Assessment at Master data table level & Field level

Functions: Project design & engineering

Code no of activities: At master data table level (TD01-TD04) at activity level (TD05-TD09)

Source: Annex 16A

(Refer Chapter:10)

Activities for conducting risk assessment at Master Data (Macro) table level	Codes for steps/ activities	Function applicable	Responsibility
<p>1. Identifying parameters that can influence “Master data Table level” Risks Once Master data table requirements conceptualisation has been done, the HOD/functional team Identifying a list of important aspects (with inputs from the IT/ERP team or & Internal audit) that can influence likely risks accrued by accessing Master data table level risks.</p> <ul style="list-style-type: none"> a) Likely adverse impact on Sales revenue vis a vis field accessed from Master data table during any activity execution b) Likely adverse impact on Project costs vis a vis field accessed from Master data table during any activity execution c) Likely adverse impact on Package specifications or Project package design vis a vis field accessed from Master data table during any activity execution d) Likely adverse impact on BOQ quality or construction quality vis a vis field accessed from Master data table during any activity execution e) Likely adverse impact on Statutory conformance vis a vis field accessed from Master data table during any activity execution 	TD01	All, Similar	Each HOD
<p>2. Designing Risk assessment template at Master data table level CFT Designing template at Annex 16C for assessing “Master data Table level” Risks based on parameters identified at TD01 and template Design to include at least the following vis a vis each function:</p>	TD02	Unique to top management	CFT

<p>Header Risk Assessment Process Code: as relevant Risk Assessment Date: As relevant Consequences likely to accrue due to accessing of configuration table: Separate sheet to be attached to capture consequences: Footer -As a table Columns to include: Column1. Description of Master data table Column2. Code assigned to Master data table Column3. Risk classification Rows-Number of rows as per applicable number Master data table tables in function The proposed design template at annex 16C 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.</p>			
<p>3. Software Programming of Risk Assessment template for Master data table IT/ERP team based on above inputs at TD02, developing software programme for Risk assessment template at 16C having features of:</p> <ul style="list-style-type: none"> ● Create ● edit, ● view ● approve. <p>IT/ERP team after that testing design template /Annex 16C & forwarding it to each relevant HOD for capturing Master data table level risks vis a vis respective key function.</p>	TD03	Unique to IT/ERP team	IT/ERP team
<p>4. Populating Master Data table level risks in the template a) Based on TD03 & risks identified in Annex 16C, each HOD & functional team deliberating and classifying each Master Data table level Risk as “High or Medium or Low” and populating annex 16C vis a vis each function & Risk assessment Process codes as below. Designing of Architecture function-RD152 Interior designing function-RD153 Designing of MEP-RD154</p>	TD04	Similar in each function	Each HOD

And so on for each function b) after that, uploading function-wise template 16C in ERP application software /Production server for go-live			
The overall range of all codes of 4 steps or activities identified as above for assessing Master data table level risks	TD01-TD04		
Activities for conducting risk assessment at Field (Granularity) Level w.r.t Master data table level			
<p>5. Identifying aspects that can influence Classification of “Field level” risks- w.r.t each Master data table</p> <p>Once Master data tables have been identified, HOD/functional team, in consultation with risk management or the Internal audit team, Identifying a list of important aspects that can facilitate the classification of “Field risks” as High or medium or low.</p> <p>Some of the aspects are as below:</p> <ul style="list-style-type: none"> ● Purpose or ingredients of the field in business activity in which intended “Field “is used. ● Consequences of populating field inaccurately vis a vis revenue or project costs or statutory conformance or project design or project Quality or financial reporting <p>Ingredients of Field that can influence the classification of risks in “Field” as High are as below in case of</p> <ul style="list-style-type: none"> i) Field populated inaccurately ii) Fields accessed unauthorizedly or & amended <ul style="list-style-type: none"> ● Design -Robustness & safety, non-robust design vis a vis statutory sanctioned drawing or & safety, not meeting customer requirement & saleability ● Fee or rate -Paying higher amounts to the consultant ● Scope of work - Reduction of the scope of work & consequent incomplete work or & higher costs due to reduction of the agreement amount ● Specifications of completed areas- Loose /non -comprehensive -Non-robust design of area/unit/building & hence saleability ● Inspection Plan of completed areas-Inadequacy & thus acceptance of the inferior quality of units or buildings 	TD05	Similar in each function	Each HOD

- Statutory compliances parameter-**Missing out or & Statutory non-conformance**
- Payment terms -**Relaxed & this adversely affecting cash inflow**
- Value of Information -**Compromising Confidentiality**

Ingredients of Field that can influence the classification of risks in “Field” as Medium are as below in case of

- i) Field populated inaccurately**
- ii) Fields accessed unauthorizedly or & amended**

- Terms in agreement- Non -robust or & unfavourable to own company
- Scope of works- **Compromising resulting in higher project costs**
- Approved Consultant or Service provider name -**Deliberate change, in collusion or otherwise to unapproved name, thus compromising on the quality of BOQ or quality of construction or & speed of construction**
- Agreement Start date or end date – **Inappropriate dates causing increased agreement duration & consequent project execution delays & increased project costs**
- Area Size or unit size – **Compromising with the consequence of violating statutory approvals of sanctioned drawings & legal issues or & affecting the saleable value**
- Role /responsibility - **Assigning Design coordination to persons with inappropriate skills & hence compromise of project quality, project costs & completion time**
- BOQ Specifications in Tender prepared by consultant & hence consequently in the agreement of contractors -**Inappropriate causing building of construction at variant to planned specifications & hence saleability.**
- Usage quantity or number-off in Tender BOQ prepared by Consultant – **Inaccurate & thus higher consumption & project costs**
- Applicable date of Fee rate changes – **Compromising leading o higher or lower payout favouring vendor**

<p>Ingredients of Field that can influence the classification of risks in “Field” as Low are as below in case of</p> <ul style="list-style-type: none"> i) Field populated inaccurately ii) Fields accessed unauthorizedly or & amended <ul style="list-style-type: none"> ● Address ● City ● PIN code ● Name of project ● Name of construction project ● Name of package ● email ID ● Phone number 			
<p>6. Designing risk assessment template at Field level vis a vis each Master data table CFT Designing template at Annex 16D for classifying “Field level” risks w. r. t. Master data table based on parameters identified at TD05 and template Design to include at least the following, function-wise:</p> <p>Header</p> <ul style="list-style-type: none"> ● Risk Assessment Process Code at Field level of Master data table: ● Master Data table number: ● Master data Table name: ● Macro Risk assessed at Table level: (Annex 16C) <p>Footer (in tabular form) Column 1: Field name Column 2: Field code Column 3: Risks or & Consequences if Ingredients of Field are inaccurate or unauthorizedly accessed & amended Column 4: Risk classification proposed at Field level Rows-numbers as per the applicable field of the master data table. The proposed design template at annex 16D can be part of the Risk Manual/Risk register.</p>	TD06	Unique to top management	CFT

After that, the functional team forwarding the designed template as above to IT/System for software programming of the template with creating, editing, viewing and approving features.			
<p>7. Software programming of risk template for Field level IT/ERP team based on above inputs at TD06, developing software programme for Risk assessment template at annex 16D having features of:</p> <ul style="list-style-type: none"> ● Create ● edit, ● view ● approve. <p>IT team after that testing design template /Annex 16D & forwarding it to each relevant HOD for capturing Master data Table level risks vis a vis respective key function.</p>	TD07	Unique to IT/ERP team	IT/ERP
<p>8. Populating “Field” level risks vis a vis each Master data table a) Based on TD07 & risks identified in Annex 16D, each HOD & functional team deliberating and classifying each Master data level Risk as High or medium or low” and populating annex 16D vis a vis each function & Risk assessment Process codes as below. Designing of Architecture – function-RD177 Interior designing function-RD178 Designing of MEP-RD179</p> <p>And so on for each function. b) after that, uploading wise function template 16D in ERP application software /Production server for go-live/Production server for go live.</p>	TD08	Similar in each function	Each HOD
<p>9. 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 Master data table 2)changes in business activities w.r.t Risk Assessment processes for configuration table 3)Change in design of Master data table 4)Changes in Fields in Master data table or and field choices or field values in these</p>	TD09	Similar in each function	Each HOD
Additional activities proposed per function for meeting future activity requirements of any function for “ conducting risk assessment at Master data Table level & field-level. ”	TD11, TD12, TD13	@1/ function	

The remaining activity codes are reserved for other functions.