vmia

Risk Maturity Benchmark

Client User Guide



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Victorian Managed Insurance Authority (VMIA) acknowledges the Traditional Owners of the land on which we do business and we pay our respects to Elders past and present. We acknowledge the important contribution that Aboriginal and Torres Strait Islander peoples make in creating a thriving Victoria.

Introduction

The Risk Maturity Benchmark (RMB) is a free risk maturity self-assessment service available to all agencies and departments who are required to attest under the <u>Victorian Government Risk</u> <u>Management Framework</u>. It's an online tool you can access anytime, anywhere using a variety of devices including tablet, laptop, or mobile phone.

The RMB will help you to review, understand and improve your internal risk management systems and practices on an annual basis.

The RMB can be used as part of your annual continuous improvement cycle to:

- Assess how well your current risk management systems and practices are working for your agency.
- Find opportunities to improve your risk management practices.
- Compare your agency's results from year to year.
- Benchmark your agency against similar agencies.

To help you get started, use this quick reference guide to learn how to:

- complete a risk maturity self-assessment:
 - answer questions
 - review results
 - > develop an action plan
 - > implement and update action plan
 - > view benchmarking via My Dashboard.
- generate reports.

Need help?

Contact us by email: contact@vmia.vic.gov.au or phone: (03) 9270 6900

Completing an assessment

Carry out these three steps to complete an assessment:

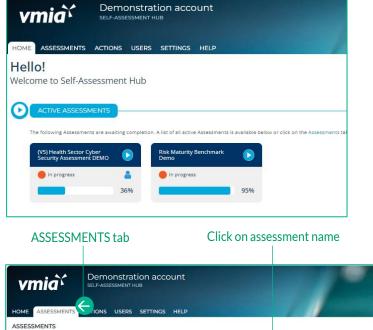
- Step 1 Answer self-assessment questions.
- Step 2 Review results and benchmarking in My Dashboard. •
- Step 3 Develop and implement an action plan. •

Enter the assessment

From the Self-assessment Hub homepage, navigate to 'Assessments'. There are two ways:

- 1. From the HOME tab. under 'ACTIVE ASSESSMENTS'.
- 2. Click anywhere on the Assessment Tile and the campaign page will appear.

Click on the Assessment tile



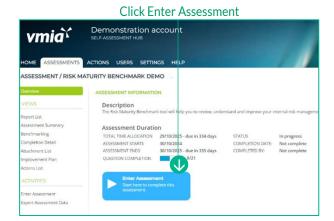
All

• 9

OR

- 1. From the tabs bar at the top of the window, click on ASSESSMENTS tab.
- 2. Click on the assessment name and the campaign page will appear.

3. Click on 'Enter Assessment' button.



Search Assessment

THE .

Name & Description Risk Maturity Benchmark 3.0 DEMO The Risk Maturity Benchmark tool will h

H - + 1 - H 10 + items per page

Active A

Step 1 – Answer self-assessment questions

- 1. Read each question, and:
 - a. Select Yes or No.
 - b. In the 'Explanations' field, add comments if required.

Note: Find useful	tips and resources	in Topic Help.

3. Review your Improvement Plan and create actions

2. Provide explanations to document the rationale behind your answer (optional)

Toggle the slider to create an Action

Flag questions to come back to

Review your Improvement Plan and create actions by sliding the toggle from 'No' to 'Yes'. Refer to Step	IMPRO	DVEMENT PLANNING		
3 Viewing and Editing your Action List for further	🛱 Create	Action		
instructions on how to manage your Actions.	#	Improvement Opportunity	Create Action	Action Status
	1.1.1.1	Develop risk management framework		

Not sure about your response or want to go back to a question later? Use the 'Flag to Remember' checkbox to identify questions you want to come back to (questions may be answered or unanswered). These questions appear in the 'Flagged Questions' report.

4. Click the check box to flag

questions. The pin **9** icon displays beside the question in the left-hand menu.

	emonstration account F-ASSESMENT HUB	
HOME ASSESSMENTS ACT	ONS USERS SETTINGS HELP	
ASSESSMENT / RISK MATUR	ITY BENCHMARK DEMO	
NAVIGATION 1.1.1 Does year agency have v Q a risk management framework? 1.1.2 What components feature in your agency's risk management framework?	Risk Management Framework / Risk Management Framework documented and consistent with AS Management – Guidelines [1.1.1] - Does your agency have a risk management framework? (select Yes or No for all)	50 31000/2018 Risk
 What is included in your agency's risk management policy? 		🖗 🗹 Flag to Remember
1.2. Risk Management	1.1.1.1 Yes ar No	● No ○ Yes
Framework tailored for the		1.1.2 >



Demonstration account vmia`` USEDS SETTINGS ASSESSMENT / RISK MATURITY BENCHMARK DEMO 1. Risk Management Framework / Maturity Level 1 - Evolving [1.1.1] - Our risk management framework documents (e.g. risk policy, risk strategy, risk appetite, risk criteria, risk procedure) include: 1.1. Maturity Level 1 - Evolving (select Yes or No for each) 1.2.1 > 0 1.3. Maturit nising ~ ent to managing risk by se 1.1.1.2 A commitment to minimising insurable risk 2. Risk Culture 1.1.1.3 Alignment of risk management to the organisation's context, o 1.1.1.4 ies for r risk (eg for staff, n

Select Yes or No for each

5. Resources relevant to each question are linked in 'TOPIC HELP'.

	TOPIC HELP
riteria, risk procedure) include:	The Victorian Government Risk Management Framework (VGRMF) requires your organisation to have framework that's adequate for managing risks in its internal and external context. (VGRMF 1)
1.2.1	VGRMF 1 - The agency has a risk management framework in place consistent with AS ISO 31000:2018 Risk Management – Guidelines
	VGRMF 4 - The agency defines its risk appetite
🛛 🗌 Flag to Remember	VGRMF 9 - Adequate resources are assigned to risk management
🔿 No 💿 Yes	Practical guidance for managing risk Learn more about developing a foundation-level organisational
🔾 No 💿 Yes	framework with this guide.
	Risk management tools

Navigating the Risk Maturity Benchmark self-assessment

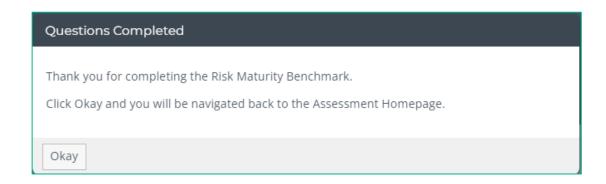
То:	Action:
Move to the next question or go back to a question	Click or >
In the left-hand menu	Green tick answered question
	Red dots incomplete questions
	Grey bar 📃 unanswered question
Check your progress	A status bar above Topic Help in the top right-hand corner of your screen will display progress of the assessment.
	The Completion bar is clickable and will show you which questions are incomplete.
	Completion 8/21
	TOPIC HELP
Check incomplete questions	Scroll down and click
	Check Questions
Exit the assessment	Scroll down and click
	Cr. Overview Page
	Or click 'OVERVIEW' in the top right-hand corner of the assessment

Saving answers and comments

The Benchmark self-assessment automatically saves your work - there are no save buttons.

Completing the assessment

Once the assessment's completed for the first time, the following message will appear. Click the 'Okay' button to proceed to the overview screen, where you can review your assessment and access reporting.



A grey dash indicates a question is unanswered

If the 'Completed Assessment' message doesn't display, check the progress indicator – you may have missed a question.

	monstration Account ASSESSMENT HUB
HOME ASSESSMENTS ACTIO	NS USERS SETTINGS HELP
ASSESSMENT / RISK MATURI	TY BENCHMARK DEMO
NAVIGATION	1. Risk Management Framework / Risk Management Framework documented and cons Management – Guidelines
Guidelines	
1.1.1 Does your agency have a risk management framework?	[1.1.1] - Does your agency have a risk management framework? (select Yes or No for all)
1.1.2 What components feature in your agency's risk management framework?	9
1.1.3 What is included in your 🖌 agency's risk management policy?	1.1.1.1 Yes or No

Completed questions will have a green tick.

Your maturity level per topic will also appear in the left-hand navigation once enough questions have been answered.

✓ 1. Risk Management Framework Embedding	^
1.1. Maturity Level 1 - Evolving	~
1.2. Maturity Level 2 - Embedding ✓	~
1.3. Maturity Level 3 - Optimising ✔	~

Alternatively, click on the 'Check Questions' button to see a list of incomplete questions and select the question you wish to complete.

Question	Yes/No
1.1.1 v2 Does your agency have a risk management framework?	×
1.1.2 What components feature in your agency's risk management framework?	×
1.1.3 What is included in your agency's risk management policy?	×
1.2.1 How does your agency tailor the risk management framework to meet its own unique needs?	×
1.3.1 Does your agency review the risk management framework annually?	×
1.4.1 How do your agency's senior leaders demonstrate their leadership and commitment to the risk management framework?	×
1.5.1 How does your agency communicate the risk management framework?	×
1.6.1 What approaches does your agency use to implement the risk management framework?	×
1.7.1 How is the implementation of your agency's risk management framework assessed?	×
1.8.1 Into which key processes is risk management integrated in your agency?	×
H 4 1 2 3 4 5 F H	10 + Items per page
You can identify questions with incomplete respo suestion in the left hand tree.	nses by a grey bar (=) next to each

You are able to view your overall maturity and maturity level per topic (Evolving, Embedding, Optimising) on the Assessment Overview Page.

This page also allows you to keep track of your actions by showing the number of Actions Created and Overdue Actions.

Description Fhe Risk Maturity Benchmar practices on an annual basis	k tool will help you to review, under 5.	rstand and improve your in	ternal risk managem	ent systems and	Overall Ma Your current ra	ating:
Assessment Duration 29/10/2025 - due in 250 days STATUS Completed ASSESSMENT STARTS 30/10/2024 COMPLETION DATE: 20-Feb-2025 09:30:53 ASSESSMENT ENDS 30/10/2025 - due in 251 days COMPLETED BY: Laura Melling QUESTION COMPLETION 21/21					75% Overall score	
Enter Assessm Start here to com						
Enter Assessm Start here to com			Maturity Level	Completion	Actions Created	Overdue Actions
Enter Assessm Start here to com assessment.	plete this		Maturity Level	Completion 5/5	Created	
Enter Assessm Start here to com assessment.	plete this		-		Created	Actions
Enter Assessm Start here to com assessment. Topics Topic 1. Risk Management	plete this Framework		Optimising	5/5	Created 1 out of 1 0 out of 0	Actions 0

Step 2 – Review results and benchmarking in the overview page

The Assessment Summary page will take you to your Executive Summary report:

- overall maturity score your achieved maturity rating, overall score and number of improvement opportunities.
- VGRMF requirements by category your confidence levels for the selected category against the VGRMF levels of 1-10.

• maturity score distribution by each topic - risk management framework; risk culture, risk management process and insurable risk.

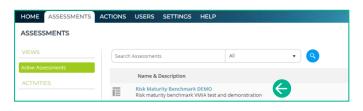
View results

Click on the Assessment tile

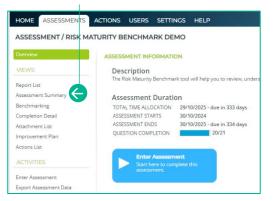
1. From the homepage, click anywhere on the Hello! Assessment tile and the campaign page will app Welcome to Self-Assessment Hub ACTIVE ASSESSMENTS \mathbb{V} wing Assessments are awaiting complet is available belo Risk Maturity Benchmark Demo (V5) Health Sector Cyber Security Assessment DEMO 2 In progress In progress 36% 95%

OR

- 2. From the tabs bar at the top of the window, click on the 'ASSESSMENTS' tab.
- 3. Click on the assessment name and the campaign page will appear.
- 4. Select 'Assessment Summary' in the submenu.



Click on Assessment Summary



Select your criteria

5. Click the dropdown arrow to complete your criteria.

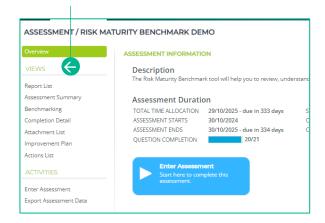
HOME ASSESSMENTS	ACTIONS USERS SETTINGS HELP	
ASSESSMENT / RISK N	MATURITY BENCHMARK DEMO	
Overview	Assessment Year: 🥥 <select a="" value=""></select>	✓ Category: 0 <select a="" value=""> ✓</select>
VIEWS	Assessment rear:	
Report List		Export to the selected format v Export

Optional: Download a PDF of the page by clicking the print icon.

Print the page to PDF



Click to see different views



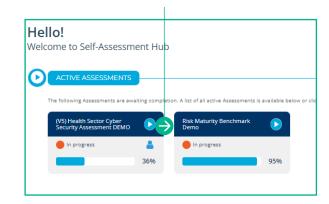
Click on each 'Views' option in the left-hand menu to discover more detail.

View your benchmarking results

The Benchmarking page allows you to compare your results across a range of clients participating in the assessment, based upon the category you choose.

1. From the homepage, click anywhere on the Assessment tile and the campaign page will appear.

Click on the Assessment tile



OR

- 2. From the tabs bar at the top of the window, click on the 'ASSESSMENTS' tab.
- 3. Click on the assessment name and the campaign page will appear.

ASSESSM	IENTS tab	Click the a	assessmei	nt name
HOME ASSESSMEN		S SETTINGS HELP		
ASSESSMENTS				
VIEWS	Search Assess	nents	All	• (9)
Active Assessments	Nam	e & Description	6	
WP II ALLIES	Risk N Risk m	laturity Benchmark DEMO aturity benchmark VMIA test		

4. Click on 'Benchmarking' in the submenu.

g' in the submenu.	ASSESSMENT / RISK MA	ASSESSMENT / RISK MATURITY BENCHMARK DEMO						
Click on Benchmarking	Overview VIEWS Report List Assessment Summary Benchmarking Completion Detail Attachment List Improvement Plan Actions List ACTIVITIES Enter Assessment Export Assessment Data	ASSESSMENT INFORMATION Description The Risk Maturity Benchmark tool will help you to review, unde Assessment Duration CALL TIME ALLOCATION 29/10/2025 - due in 333 days ASSESSMENT STARTS 30/10/2025 - due in 334 days QUESTION COMPLETION QUESTION COMPLETION QUESTION COMPLETION						

- 5. To filter your results, untick the 'Empty' section then click on the dropdown arrows to complete your criteria.
- 6. Click on the 'Preview' button.

Note: Benchmarking results will only generate if a minimum number of assessments are completed.

Select you	ur	criteria						Click 'Prev	/iew'
Overview		Assessment Year:	Current		✓ Department Portfolio:	_	✓ ■ Empty		
VIEWS	\rightarrow	Sector:	current		Sub-Sector:		M Empty	Prev	
Return to Assessment	Ý	Region:		M Empty			 Empty 	Prev	view
Benchmarking		Total Funding:		🚩 🗹 Empty	Department Or Entity?:		🗠 🗹 Empty		

Step 3 - How to create actions from your improvement plans

The Improvement Plan shows a list of improvement opportunities based on your assessment results. These suggested improvement opportunities help you build a set of actions for your organisation to work on.

Navigate to the actions and improvement plan:

1. From the home tab, click anywhere on the Assessment tile and the campaign page will appear.

Click on the Assessment tile

vmia`	Demonst		ount		
HOME ASSESSMENTS	ACTIONS USER	S SETTINGS	HELP		
Hello! Welcome to Self-Ass					
The following Assessment (V5) Health Sector Cy Security Assessment	ber	Risk Maturity Demo		lable below or click on the A	ssessments ta
ln progress	36%	ln progres		5%	

OR

- 2. Along the top of the page, click on the 'ASSESSMENTS' tab.
- 3. Click on the assessment name and the campaign will appear.

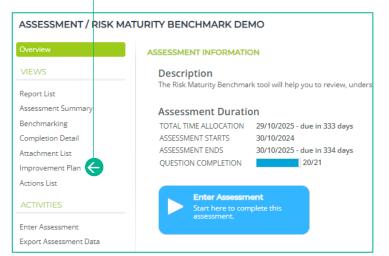


Click on Improvement Plan

ASSESSMENTS tab

How to create actions from your improvement opportunities:

1. Click on 'Improvement Plan' button in the submenu of the left-hand column.



2. Improvement Opportunities may be visible within your assessment if you selected NO to any responses to the questions.

Improvement Opportunity

ATION											
Risk Management	Explai	nations									
nework tailored for the											
ncy's context 🗸	в	U .	ee 🛷	÷	10	<u>қ</u> ы	¢				
How does your agency tailor the risk management framework to meet its own unique needs?											
Risk Management											
mework reviewed annually 🗸											
Leadership team	IMPR	OVEMENT	PLANN	IING							
onstrate mandate and											
nmitment to the Risk	🛱 Creat	e Action									
nagement Framework 🗸	+	Improv	ement Op	portunity				Create Action	Action Status	Command	
Risk Management	1.2.1.1	Define a	cceptable/	unaccept	able risk i	taking (ri	ik appetite)	NO			
mework communicated 🗸	1.2.1.2	Align pro	cesses for	managin	g risk to	context)	NO			
view Page Check Questions	1.2.1.3	Align crit	eria to the	risk appe	etite and	governar	ce	NO			

Click each of the funnel icon to view the filter options

Toggle the slider to create an Action

3. You can apply filters ('Relates To', 'Importance', 'Effort', VGRMF) to the opportunities to help you focus on what's available for related improvement actions and assists with decision making about the where you might put your improvement efforts.

ASSESSMENT / RISK MA	TURITY BENCHMARK DEMO					
Overview VIEWS	Improvement Planning Build and manage your get of Actions based upon the assessment results. It is suggested that Demonstration account	it focus on building a set of Act	ions by choosing fre	om the followi	ng list of improv	ement opportunities.
Report List	In the next 12 months. This will help to improve the maturity of capabilities and to gain higher confidence in alignme	int withkey requirements.				
Completion Detail Participants Explanation List	Create Action					
Change List Attachment List	No# T Improvement Opportunity	▼ Relates To ▼	Importance T	Effort	▼ VGRMF	T Create Action
Previous Assessments	 1. Risk Management Framework 					
Assessment Summary	1.1.1.1 Develop risk management framework 0	Evolving - EV1	High	High	VGRMF 1	0/1
Benchmarking Improvement Plan	1.1.2.1 Develop mandate and commitment 3	Evolving - EV1	High	Low	VGRME 1	NO
Actions List	1.1.2.2 Align risk management to context/operating environment 0	Evolving - EV1	High	Low	VGRMF 1	NO
	1.1.2.3 Develop risk management policy 0	Evolving - EV1	High	Low	VGRMF 1	NO
Enter Assessment	1.1.2.4 Develop accountabilities 🕄	Evolving - EV1	High	Low	VGRMF 1	O/A
Export Assessment Data	1.1.2.5 Develop processes for integration of risk management ()	Evolving - EV1	High	High	VGRME 1	NO
	1.1.2.0 Commit resources 🕚	Evolving - EV1	High	Low	VGRMF 1	NO NO
	1.1.2.7 Develop communication/reporting 0	Evolving - EV1	High	Low	VGRME 1	NO NO
	1.1.2.8 Develop approaches to implementation/monitoring/reviewing 🖲	Evolving - EV1	High	Low	VGRMF 1	NO
	1.1.2.9 Develop continual improvement 0	Evolving - EV1	High	Low	VGRMF 1	NO
	H 4 1 2 3 4 5 + H 10 + ttemsperpage					

4. Create an Action from your suggested improvement opportunities by toggling the slider from 'No' to 'Yes'.

5. Remove an improvement opportunity from your Actions by toggling the slider from 'Yes' to 'No'.

ASSESSMENT / RISK MATUR	ITY BENCHMARK DEMO						 Assessments
Datries							
VIEWS	Improvement Planning Build and manage your set of Adviors based upon the assessment results. It is suggested that Demonstration account &						
Report List	build and manage your set or address taken upon the assessment results in its suggested that benchistration action to in the next 12 months. This will help to improve the maturity of capabilities and to gain higher confidence in alignment:	with key requirements.	excouns by choosing not	n tre rolowing	list of improv	ement opportunities.	and locusing on a
Completion Detail Participants	Create Action (2) Export to Excel						
Explanation List Change List Attachment List	Not 🍸 Improvement Opportunity	▼ Relates To	▼ Importance ▼	Effort T	VGRMF	T ction	Action
Previous Assessments	 1. Risk Management Framework 						
Assessment Summary	1.1.1.1 Develop risk management framework 0	Evolving - EV1	High	High	VGRWF 1	185	Unplanned
Benchmarking Improvement Plan	1.1.2.1 Develop mandate and commitment 0	Evolving - EV1	High	Low	VGRIVE 1	ND	
Actions List	1.1.2.2 Align risk management to context/operating environment 0	Evolving - EV1	High	Low	VGRWF 1	ND	
ACTIVITIES	1.1.2.3 Develop risk management policy 0	Evolving - EV1	High	Low	VORME 1	NO	
Enter Assessment	1.1.2.4 Develop accountabilities ()	Evolving - EV1	High	Low	VGRWF 1	NO	
Export Assessment Data	1.1.2.5 Develop processes for integration of risk management 0	Evolving - EV1	High	High	VGRWF 1	ND	
	1.1.2.6 Commit resources 0	Evolving - EV1	High	Low	VGRWF 1	NO	
	1.1.2.7 Develop communication/reporting 0	Evolving - EV1	High	Low	VORME 1	ND	
	1.1.2.8 Develop approaches to Implementation/menitoring/reviewing ()	Evolving - EV1	High	Low	VGRWF 1	NO	
	1.1.2.9 Develop continual improvement 0	Evolving - EV1	High	Low	VGRWF 1	NO	
	H + 1 2 3 4 5 F H 10 + Items per page						1-1

Note: This will delete the Action along

with all previous information that captured within the action.

Edit Action link

6. When you return to the Improvement Plan page, or refresh the page, you will then be able to see an Edit button which will direct you to the action for that improvement opportunity, to view or edit.

mprovement Planning wild and manage your set of Actions based upon the asses pprovement opportunities, and focusing on what is achie equirements.	isment results. It is su vable in the next 12 r	ggested that Demonstrat nonths. This will help to i	ion account mprove the	focus on buildin maturity of capa	ng a set of Actions by abilities and to gain h	choosing from the gher confidence in	following list of alignment with key
Create Action Excel							
No# T Improvement Opportunity	▼ Relates To	▼ Importance ▼	Effort	VGRMF	T Create Action	Action Status	Action Link
1. Risk Management Framework							\mathbf{V}
1.1.1.1 Develop risk management framework ()	Evolving - EV1	High	High	VGRMF 1	YES	Unplanned	Edit

Viewing and Editing your Action List

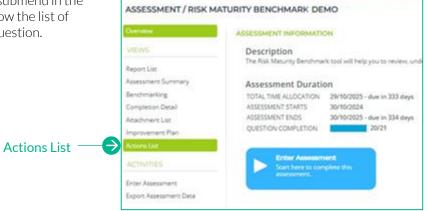
Once you've developed your action list, you can manage and track progress completing actions. You can view your actions three ways:

Action link

 Click on the 'Action Link' Edit button to take you directly into the action that has been created for that improvement opportunity.

NUME ACTION USBBS SETURISE ACTION USBBS SETURISE A ASSESSMENT / BUSK ACTION USBBS Improvement Planning Improvement assessment reads. It is aggretted by Demonstration assessment reads. It is aggretted by Demonstratin assessment reads. It is aggretted by D	LM
ASSESSMENT / HISK MATURITY BERCHMARK DEMO Darinar	
Improvement Planning Construction Const	 Improvement Plan
	_
Negrot Ltd. In the meet 12 ministre. This will hop, to impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Completion Detail Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Completion Detail Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Completion Detail Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramments. Impose the mountry of capacities and Eight right confidence in Alignment to hyprogramment to hyprograment hyprogramment to hy	
Testopicti Conservation Conserv	hat is achievable
Department it Department Teleform Attine Charge table Near Y improvement Opportunity Y instruction Y importance Y inflorr Y Coste Accion Action Machine table - <td></td>	
Change Life Action Temperature Opportunity Telefact To Temperature Tem Temperature Temperature Tempera	
Most T Most T Mask T T Mask T T T Mask T T T Mask T Mask T T Mask T Mask T T Mask T<	\mathbf{v}
etachmet Uit **********************************	Action Link
Assessed Summary 11.1.1 Develop risk management framework 🕑 Solving - Dri High VGRUE 1 TO Develop	
1.1.1.1 Develop risk management framework 🔮 EVOINTIG - EVOI High High High VGK0F-1 YES DUP Inter-	
	Echt
ange owneed Plan. 1.1.2.1 Develop mandate and commitment 🕑 Evolving - EV1 High Low VGRMF1 🗌 KO	

2. Click on the 'Action List' in the submenu in the left-hand column, which will show the list of actions for the assessment in question.





3. Click on the 'Action' tab at the top of the window, which will show you the list of all actions that your organisation may have across all the different assessments they participate in.

HOME	ASSESSMENTS	ACTIONS	USERS	SETTINGS	HELP	
ACTION	IS					

The below is an example of viewing actions through the Actions submenu.

Number	Title	Owner	Ŧ	Assessment	Ŧ	Due Date 🍸	Progress	Ţ	Status "	Command
525	1.1.1.1 Develop risk management framework	Test User		Risk Maturity Benchmark Self-Assessment		23/08/2024		0%	Overdue	Edit
570	1.2.1.1 Compare and consider resource allocation for risk management with organisations with similar risk profile			Risk Maturity Benchmark 3.0				0%	Unplanned	Edit

Field name	Description					
Title	This is automatically populated from the improvement opportunity and indicates which question in your assessment the action relates to.					
Owner	The person the action's allocated to.					
Assessment	The assessment the action's related to.					
Due Date	You can set a due date for your action.					
Progress	Track your progress in completing the action.					
Status	Either 'Unplanned', 'Planned', 'Not Started', 'In Progress', 'Overdue' or 'Closed'.					

4. Update your action by clicking on 'Edit' button within the ACTIONS tab.

ACTIC	DNS tab			Edit button
HOME ASSESSMENTS ACTIONS VIEWS	ACTIONS USERS SETTINGS HELP Bexport to CSV ByBulk Archive Search	All Categories	All Assessments Figure 4	> Actions > All Action
All Actions All Actions By Group	Number 🍸 Title	T Owner	▼ Assessment	⊤ Due Date ⊤ Progress ⊤ Status ⊤ Command
Progress and Updates Archived Actions	11203 Question 1.1.3.5 improvement		Risk Maturity Benchmark Self-Assessment	100% Completed Edit
ACTIVITIES	11226 Question 1.1.2.2 Improvement		Risk Maturity Benchmark Self-Assessment	50% Unplanned Edit
New Action	11721 Question 1.7.1.7 improvement		Risk Maturity Benchmark Self-Assessment	0% Unplanned Edit

		ACTION tab	Tick Enable	e Tasks C	wner field		
5.	Within the ACTION tab, select		UPDATES ATTACHMEN	ITS			
	an owner responsible for the action in the 'Owner" section.	Action Title	Question 1.1.2.2 improve	nent			
6.	Select the "Enable Tasks' if you wish to add sub tasks within the action.	Assessment Response Option	Risk Maturity Benchmark	Self-Assessment of risk management to the a environment	gency's context and op	erating X	*
7.	Select the priority of the action.	Improvement Opportunity Owner *	Align risk management to o Kelvin Yap	ontext/operating environm	ent:		
8. Set a start and end date.							
		Category/Type Priority/Risk	VGRMF 1 Select Priority	4			
		Start Date *		Due Date *		•	
		Cost Estimate	÷	(AUD) Effort Estimate		•	
		Action Description	•				
		В І Ц					
		Explore the agency's context and operating environment and align it to the agency risk management framework. Focus on the aspects of your agence context that would be relevant to risk management. Examples are size and structure of the agency, amount of service delivery to the public, risk pro-					e aspects of your agency's ry to the public, risk profile,
Start and Click the arrow to end date select Priority							
0	tional if (Enchla Tacks' is calacta	4	ACTION TASK	S UPDATES	ATTACHMENTS		
Of	otional if 'Enable Tasks' is selected	J.			885		
9.	Click on '+Add Task'.		+ Add	Task 🕞 Export to	PDF		
			Task Name			Assigned T	Го
			Click + A	Add Task			
							_
				📕 + Add 1	ask 🚺 Export to	PDF	



- 12. You can assign multiple people to the task. Please note that 1 unit = 100%, therefore 0.5 = 50%.
- 13. By double clicking on the task name within the calendar, you will be able to rename the task, set a start and end date and track completion.

	i 0	
5 (02/2022 42/00 AM	<u> </u>	
End 6/02/2023 12:00 AM	H ©]
Complete 0%	*	
Resources		

Progress to Date Overall percentage completion for progress to date. Commentary Action was created from an improvement
Commentary Action was created from an improvement
Okay Comment Action was created from an improvement

14. You can update and track your action progress within the Updates Tab. Click on the edit icon to record your progress and add any comments.

15. Any relevant documents can be attached to your action via the Attachments tab.

ACTION	UPDATES	ATTACHMENTS			
Attach files relevant to this action 1 Attach a File					

16. To close your completed action, click on the "Close" button.

Archive Action	Lock Action	Close Action
/ a chive / action	Lock Action	crose neur

Open or Close Action

17. Click 'Confirm this operation' this select "Okay".

Once your Action is set to 100%, no further updates will be permitted. Confirm this operation. Okay		Action #12 is 100% comp	plete and is OPEN.		
	One	e your Action is set to 10	0%, no further update	es will be permitted	d.
Скау		Confirm this operation.			
Otay	_				
	Ok	ay .			
		-			_

18. An Action Completed message will appear. Click on the related question to review your answer.



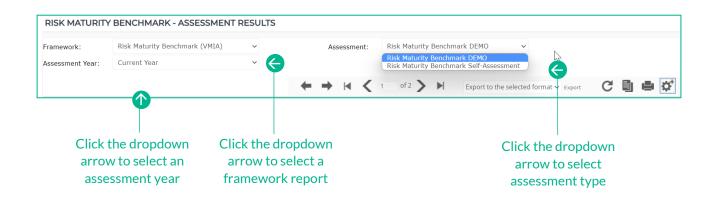
Generating reports

Select "Report List" from the submenu to view reports specific to your RMB assessment.

	ASSESSMENT / RISK MA	ATURITY BENCHMARK DEMO
Report List	Overview VIEWS Report List Assessment Summary Benchmarking Completion Detail Attachment List Improvement Plan Actions List ACTIVITIES Enter Assessment Export Assessment Data	ASSESSMENT REPORTS Report on the results from capability assessments. Image: Risk Maturity Benchmarks - Benchmarking Dashboard Image: Risk Maturity Benchmarks - Executive Summary Image: Risk Maturity Benchmarks - Actions Entity Summary Image: Risk Maturity Log Image: Risk Matury Risk Maturity Risk Maturity Risk Matury R

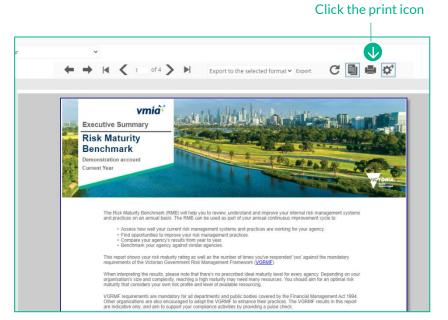
Search and download a report:

- 1. From your reports list, select a report you wish to view.
- 2. Complete the selection criteria (this will vary depending on the report you have selected).



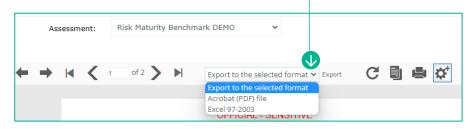
View your results:

Download a PDF copy of the report by clicking on the print icon and select 'Save as PDF'.



Select export option

Export the report in PDF format or Excel by selecting the preferred option in the dropdown menu.



Need assistance?

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