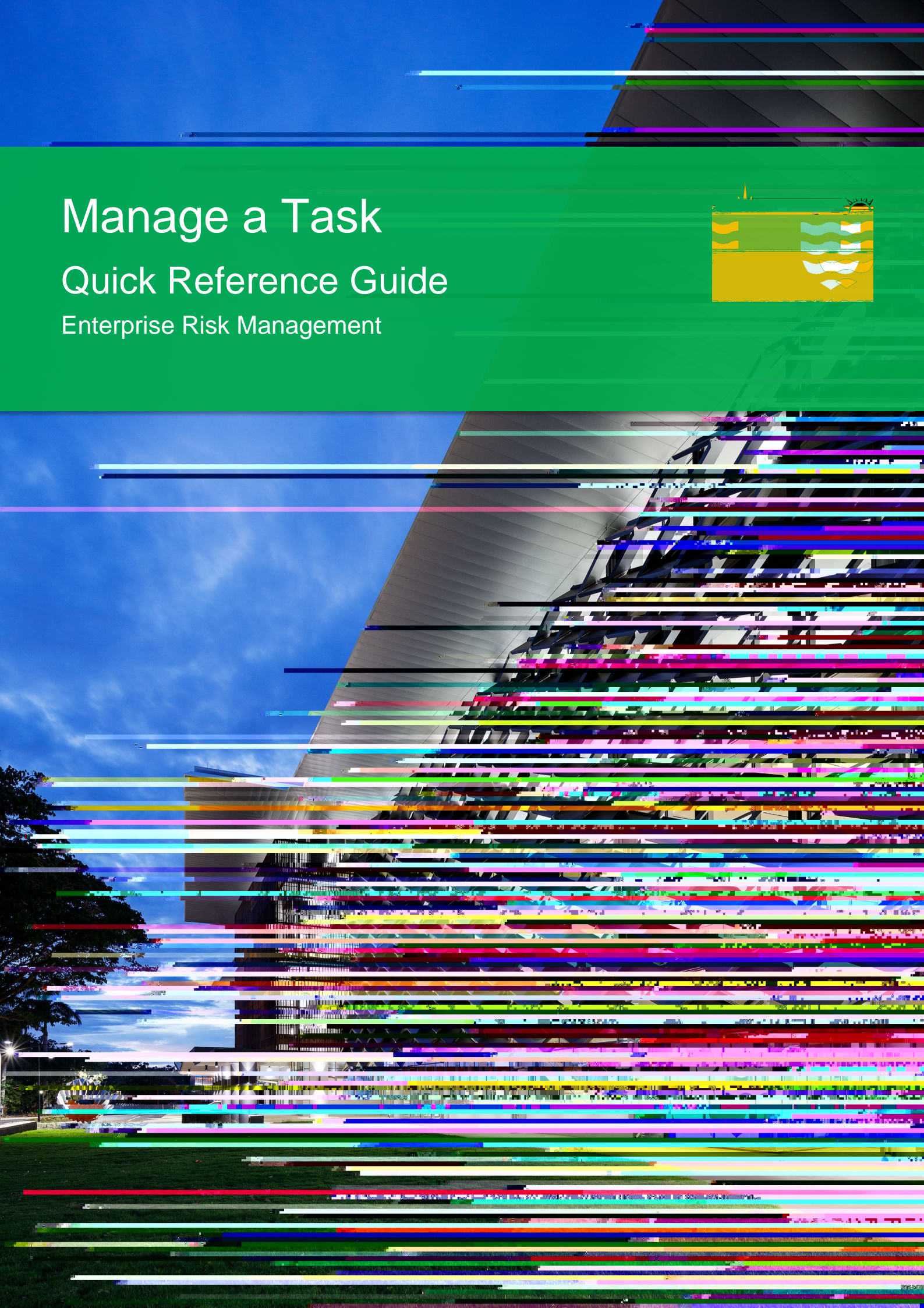
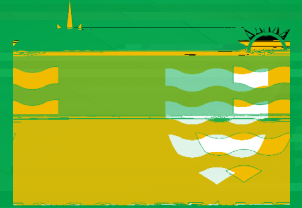


# Manage a Task

## Quick Reference Guide

### Enterprise Risk Management



# DOCUMENT CHANGE CONTROL

Issue	Date	Amended By	Change
Version0.1	11/11/2021	Risk and Compliance Officer	Manage a TaskQuick ReferenceGuide for Enterprise Risk Management
Version 0.2	22/11/2021	Risk and Compliance Officer	Amendments
Version 0.3	12/01/2022	Risk and Compliance Officer	Amendments
Version 1	10/03/2022	Risk and Compliance Officer	Released

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## Task Management

Task Management refers to Step 9 of the Risk Assessment Form (Appendix 1). The Risk Owner can assign a

Step 9

Person Responsible, Due Date and the Percentage Complete

In Step 9 of the Risk Assessment form, enter the Person Responsible, Due Date and the Percentage Complete to ensure your Treatment Plan specified in Step 8 is implemented



## Appendices

### Appendix1 - Risk Treatment

Based on the result in Step 6 of the Risk Assessment form, if the current risk rating is greater than the organisations risk tolerance level then you should treat the risk to reduce the level of risk to an acceptable level.

The objective here is not necessarily to eliminate risks but rather to reduce the risk to the point where it is as

Step 9	Person Responsible, Due Date and the Percentage Complete
<p>In Step 9 of the Risk Assessment form, enter the Person Responsible, Due Date and the Percentage Complete to ensure your Treatment Plan specified in Step 8 is implemented and a Task Owner is assigned</p>	
Step 10	Residual Risk Rating

In Step 10 of the Risk Assessment form, click the Matrix button and determine the Residual Level of Risk based on if the Treatment Plan(s) you have entered in the above steps were to be implemented . Risks are measured against two key criteria:

- The likelihood of the event occurring.
- The consequence or impact of an adverse event.

Based on the likelihood and consequence click on the el



