

Intelligent Decisioning Ltd

G Cloud 15 Service Definition Document

Risk Register

Microsoft
Partner

 Office 365



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Revision History

Version	Revision Date	Author	Comments
1.0	16 th December 2025	Tony Pounder	Initial Version

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Risk Register

Introduction

This is the Service Definition Document for Intelligent Decisioning Ltd Risk Register under the G-Cloud Framework.

Overview of Risk Register

A Risk Register provides visibility and early warning by delivering timely, consolidated risk intelligence to leaders and managers.

It reinforces accountability and ownership through clear responsibilities, due dates, and audit trails. It ensures consistency and comparability by applying common scoring methods and workflows across the enterprise.

It increases speed and agility by enabling rapid capture, assessment, and mitigation with automation and alerts. It strengthens assurance and compliance by evidencing controls, reviews, and decisions in alignment with ISO frameworks.

It improves collaboration and adoption by integrating with everyday tools such as Microsoft Teams and SharePoint, making it easy for people to work in the flow of their tasks.

It promotes data-driven decisions by turning trend analysis, KRIs, and heatmaps into actionable insights.

It delivers scalability and security through Dataverse role-based access, disciplined environment strategies, and Microsoft 365 compliance features.

Without a Risk Register, the organisation suffers a fragmented risk view because spreadsheets and siloed trackers create blind spots and missed interdependencies. Scoring becomes inconsistent as different methods across teams lead to poor prioritisation and wasted effort. Management defaults to reactive firefighting, with issues discovered late that increase incident impact, cost, and reputational damage. Audit evidence is weak because limited traceability of decisions and control effectiveness raises the risk of findings and penalties. Projects are more likely to overrun, as unmanaged risks drive delays, budget creep, and diminished benefits. Compliance exposure grows when the organisation cannot demonstrate structured governance to standards and regulators. Knowledge is lost because lessons learned remain local and the organisation repeats avoidable mistakes.

Intelligent Decisioning Risk Register is a secure, cloud-based solution that enables organisations to identify, assess, and manage risk with discipline and speed. Built on Microsoft Power Platform and Dataverse, it underpins ISO-aligned governance, giving leaders the

confidence to make proactive, defensible decisions. The platform centralises risk data, applies real-time scoring, and surfaces insight through role-based dashboards and Power BI visuals. With seamless integration across Microsoft 365 (Teams, SharePoint, Outlook) and the wider Power Platform (Power Automate, Power Apps), it delivers enterprise-grade security, scalability, and rapid adoption—without complexity.

Strategic control

A Risk Register aligns risks to strategic objectives and risk appetite by linking threats and opportunities to organisational goals, which enables the Board and Executive to prioritise investment and interventions. It enables informed capital and resource allocation because quantified, comparable risk scoring supports decisions on funding, sequencing, and trade-offs. It supports scenario planning and resilience by consolidating risk views and trend analysis (including KRIs) to reveal systemic exposures and emerging issues before they escalate. It strengthens governance and assurance through clear ownership, defined controls, and robust evidence trails that demonstrate compliance to internal audit and external regulators.

Operational control

A Risk Register creates a single source of truth by centralising operational risks across functions—such as cyber, supply chain, health and safety, finance, and data privacy—so duplication and blind spots are eliminated. It accelerates response and remediation because real-time scoring, workflows, and notifications help teams triage issues, assign actions, and track control effectiveness. It improves consistency and comparability through standardised taxonomies, likelihood/impact matrices, and control libraries that make risk assessment repeatable and fair. It embeds continuous improvement by capturing lessons learned and incident post-mortems and feeding them back into controls and training, which lifts operational maturity over time.

Project and programme control

A Risk Register keeps delivery on time, on budget, and in scope by identifying threats to schedule, cost, quality, and benefits, and by ensuring mitigation plans are clearly owned and tracked. It clarifies dependencies and change impacts by visualising cross-programme risks and showing how changes affect milestones, resources, and stakeholders. It enhances reporting cadence because role-based dashboards provide up-to-date status for steering groups, PMOs, and sponsors, removing the need for manual consolidation. It protects benefits realisation by applying risk-based decision gates that ensure projects deliver the intended outcomes and avoid uncontrolled drift.

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Create Risk

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Filters

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Projects

E

Escalations

A

Analytics

Risk Register

Risks	Owner	Status	Type/Project	Score	Due Date	Controls	Escalations
Regulatory Compliance Breach		Active	Strategic	10	31 Oct 2026	1	1
Market Volatility Impact		Active	Technical	9	06 Sep 2026	1	1
Operational Process Error		Mitigated	Financial	20	15 Oct 2026	3	2
Credit Default Risk		Avoided	Strategic	4	28 Jul 2026	0	0
Fraudulent Activity		Resolved	Technical	25	28 Sep 2026	0	0
Technology System Failure		Accepted	Technical	12	07 Mar 2026	0	0
Privacy & Compliance		Active	Project Salmon	12	07 Jan 2026	0	0
Payroll Accuracy at Go-Live		Active	Project Salmon	6	07 Jan 2026	0	0
Adoption & Benefits Realisation		Active	Project Salmon	16	07 Jan 2026	0	0

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Home

Edit Risk

Title

Operational Process Error

Reference

R-005

Risk Type

Financial

Risk Owner

Tim Barnes

Executive Owner

Andrew Smith

Responsible Service

IT Services

Responsible Directorate

Customer Directorate

Risk Resolution Date

15/10/2026

Probability

Likely

Impact

Catastrophic

Score

20

Risk Description

Operational Process Error could impact financial stability and operations

Documents

There is nothing attached.

Home

Edit Risk

Create Control

Create Action

Create Escalation

Controls and Actions

Risk Operational Process Error - Financial - Mitigated - 20 - R-005

Controls	Owner	Status	Type	Frequency	Implementation	Date	Escalations
▼ Policies and Procedures		Active	Preventative	Annually	Manual	06/01/2027	0
Document Critical Policies		Proposed	Preventative	Annually	Manual	06/01/2026	0
Establish Annual Policy Review Cycle		Proposed	Corrective	Monthly	Manual	06/01/2026	0
Segregation of Duties		Active	Detective	Quarterly	Automated	06/04/2026	0
Access Controls		Active	Corrective	Quarterly	Manual	06/04/2026	0

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Home

Edit Control

Title

Install Fire Suppression System

Control Description

Description for Install Fire Suppression System

Control Type

Corrective

Control Owner

Andrew Smith

Control Status

Active

Control Frequency

Quarterly

Control Implementation

Planned

Control Review Date

31/12/2001

Documents

There is nothing attached.

 Attach file

This Control is linked to the below Risk

Operational Process Error

Home

Edit Action

Create Escalation

Controls and Actions

Risk Operational Process Error - Financial - Mitigated - 20 - R-005

Controls	Owner	Status	Type	Frequency	Implementation	Date	Escalations
▼ Policies and Procedures		Active	Preventative	Annually	Manual	06/01/2027	0
Document Critical Policies		Proposed	Preventative	Annually	Manual	06/01/2026	0
Establish Annual Policy Review Cycle		Proposed	Corrective	Monthly	Manual	06/01/2026	0
Segregation of Duties		Active	Detective	Quarterly	Automated	06/04/2026	0
Access Controls		Active	Corrective	Quarterly	Manual	06/04/2026	0

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Home

Edit Action

Title

Document Critical Policies

Action Type

Preventative

Action Reference

Description

Action Owner

Andrew Smith

Action Due

06/01/2026

Action Status

Proposed

Frequency

Annually

Action Implementation

Manual

Documents

There is nothing attached.

Attach file

Actions Taken

Develop or update formal policies and procedures for all critical business processes, clearly defining roles, responsibilities, and escalation requirements.



Home

Create Risk

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Analytics

Risk Filters

By Project

Select Project...

By Status

Select Status...

By Type

Select Type...

By Score

Select Score...

By Owner

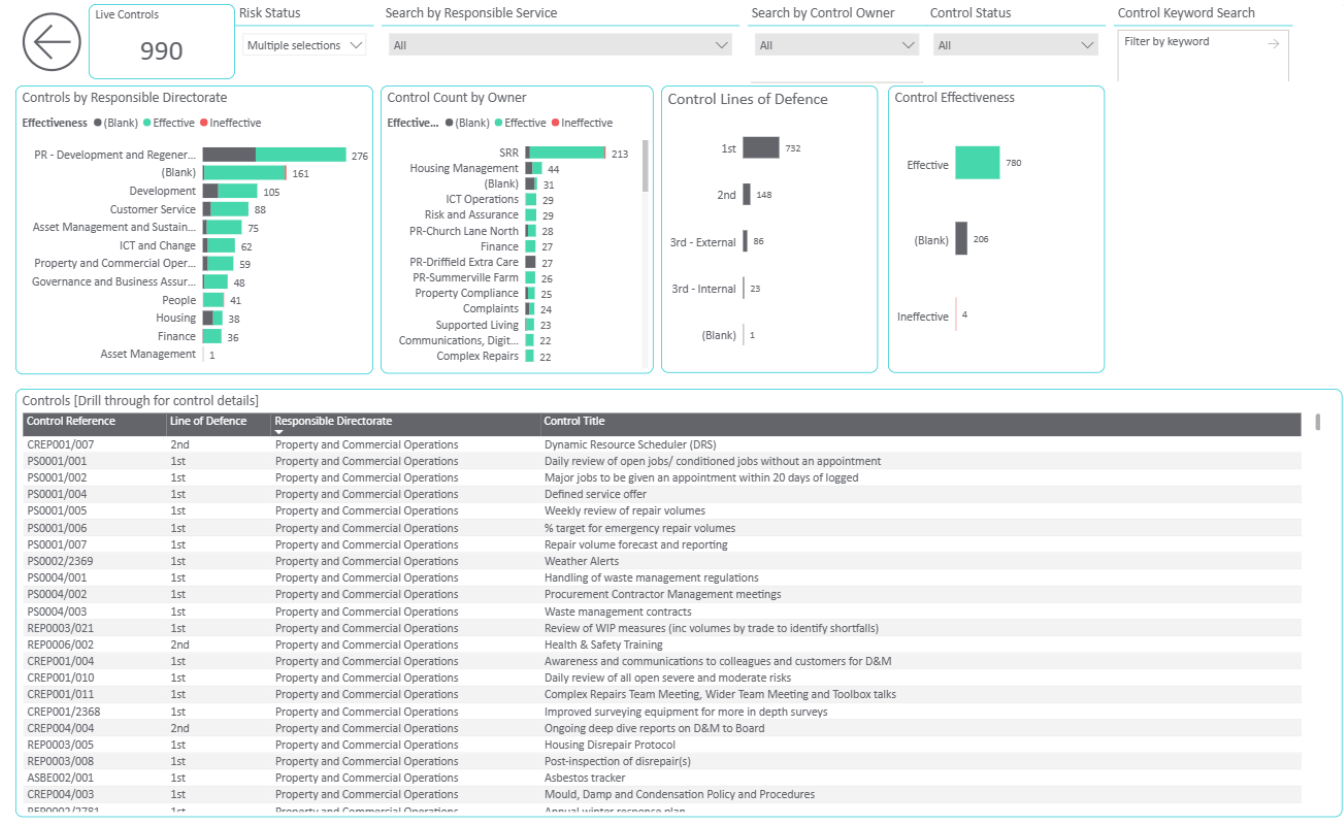
Select Owner...

Clear

Owner	Status	Type/Project	Score	Due Date	Controls	Escalations
	Active	Strategic	10	31 Oct 2026	1	1
	Active	Technical	9	06 Sep 2026	1	1
	Mitigated	Financial	20	15 Oct 2026	3	2
	Avoided	Strategic	4	28 Jul 2026	0	0
	Resolved	Technical	25	28 Sep 2026	0	0
	Accepted	Technical	12	07 Mar 2026	0	0

Project Management

Projects				
Title	Owner	Status	Project Reference	Start Date
ID live		Active	PROJ-001	05/09/2025
Breeming Ltd		Active	PROJ-005	25/09/2025
Project Salmon		Active	PROJ-345	16/12/2025
ACME Consulting		Active	PROJ-546	18/12/2025
Strategik Consulting		Inactive	PROJ-996	23/12/2025



Detailed Descriptions

Service Features and Benefits

- Centralised risk repository for consistent tracking across projects.
- Real-time risk scoring and prioritisation using configurable algorithms.
- Role-based access control for secure permissions.
- Dynamic dashboards with interactive charts for instant visualisation.
- Automated notifications for high-risk threshold breaches.
- Integration with Microsoft Dataverse for data synchronisation.
- Advanced filtering and search capabilities.
- Audit trail logging for compliance reporting.
- Customisable workflows for mitigation and escalation.

Exportable reports in multiple formats.

The following activities are in scope:

Feature	Description
Application Access	Full access to the Intelligent Decisioning Risk Register on Power Platform.
Standard Configuration	Initial setup guidance and configuration for your environment.
Online Training	Interactive sessions covering setup, usage, and best practices.
User Documentation	Comprehensive guides, FAQs, and tutorials for self-service learning.
Routine Updates	Regular feature enhancements, security patches, and bug fixes.
Standard Support	Business-hours support for troubleshooting and queries.
Dataverse Integration	Secure data storage and synchronization with Microsoft Dataverse.
Role-Based Access Control	Permissions aligned with organizational roles for secure operations.
Export Options	Data export in Excel, CSV, and PDF formats.
Dashboards & Reporting	Real-time dashboards, reporting tools, and audit trails for compliance.

Project Approach

Risk Register is a web based solution integrated with Microsoft 365 and Azure Active Directory for secure authentication and governance. Our project process follows these steps:

- Discovery
Establish the specific requirements for Risk Register
- Remote Delivery
All deployment activities are conducted remotely via Microsoft Teams, ensuring minimal disruption and efficient collaboration.
- Tenant Configuration
Risk Register is configured within the client’s Microsoft 365 tenant, leveraging existing

governance and security controls.

- Pre-Production Testing
A full pre-production test migration is performed to validate mapping, metadata preservation, and transformation logic before go-live.
- Pilot and Validation
Limited-scope migration runs allow stakeholders to validate outputs and identify any issues early.
- Knowledge Transfer
Comprehensive documentation and knowledge transfer sessions are provided to client teams, covering governance, troubleshooting, and best practices

Support and Warranty

- Warranty: Six-month warranty for in-scope functionality post go-live.
- Support: 12-month standard support for bug fixes and Microsoft updates.
- Consultancy: Retained consultancy available for enhancements.

Pricing and Licensing

Service Component	Cost
Annual Subscription	£5,000 per annum
Additional Consultancy	£900 per day

About Intelligent Decisioning

Intelligent Decisioning Ltd (**id**) are a Microsoft Gold Partner with a specialism for SharePoint Online, Microsoft Teams and the wider Microsoft 365 (formerly known as Office 365) consultancy as well as the development of unique, cost-effective solutions.

id help businesses grow, adapt, and evolve with our specialist knowledge of SharePoint, Office 365 and the Microsoft Cloud.

From our offices in Nottingham and West Yorkshire we can provide the skills, resources, and expertise to allow your business to introduce SharePoint correctly. We can help strengthen your SharePoint development team, build innovative SharePoint applications and drive more business value from the SharePoint investments you have made.

Trusted Partner Network

We have a network of trusted partners covering everything from Office 365 development and training and believe that it is important to maintain a strong partner ecosystem. We are aware of the benefits in long-term customer relationships and strive to become a technology partner for our customers. This allows us to continue to support you and demonstrate functionality until you are at a point where you can do it alone.

Use of Subcontractors and Partners

The above services are delivered by Intelligent Decisioning Ltd. Depending on the Buyer requirement, we may operate with partner organisations.

Microsoft Partners

We are a Microsoft Gold Certified Partner. This means that we are trusted by Microsoft to deliver first class SharePoint and Microsoft 365 solutions. Our Microsoft certifications also recognise the fact that we adhere to Microsoft Best Practices and follow the guidelines and procedures set by Microsoft when implementing Microsoft 365 solutions.

Our connection to Microsoft through our Partner status and other channels enables us to work at the forefront of Microsoft Technologies and access top of line support. We are constantly aware of new developments on the Microsoft platform and always have the product roadmap in sight, so you can rest assured that the compatibility of your solution on future versions is as ensured as it can be.

Social Value

Our CEO and Board of Directors set our corporate CSR policies and procedures, which are then governed by compliance and improvement teams. These teams cover Intelligent Decisionings entire CSR agenda and cascade its operational policies and procedures into each Business unit, where the Managing Director oversees their use.

Theme	Evidence
Fighting climate change	As a company, we have made an ambitious commitment to achieve Net Zero Carbon emissions by 2040 (or sooner) by supporting our Buyer's net zero ambitions, creating software with inbuilt sustainability, and reducing our own impact. Our Carbon Reduction Plan demonstrates our ambition to become industry leaders in reducing our environmental impact in support of the UK's Net Zero Target. Underlining this ambition, we are focusing not only on our direct emissions sources but also actively engaging with our wider supply chain to understand, measure and develop meaningful emissions reductions targets in line with our Net Zero Target.
Tackling economic inequality	We are committed to building an inclusive and diverse culture that tackles inequality in employment, skills and pay. We promote equal opportunity through all our activities and ensure rights for all employees are always protected. We have increased our focus and commitment to ensure we proactively implement equal and non-discriminatory treatment to all our workers. We have implemented a Diversity & Inclusion Strategy and have a Diversity and Inclusion Lead to drive the implementation of this strategy. This aims to tackle inequality in recruitment practices, team development, skills and pay.
Equal opportunity	We are committed to providing equal opportunities and building an inclusive and diverse culture.
Wellbeing	We actively promote a mentally healthy workplace and workforce integrating mental health and general wellbeing in all that we do from recruitment, appraisals

	to strategic management. Through our Health and Wellbeing Policy Champion we encourage a flexible and realistic work/life balance. These provide a foundation to support both the mental and physical health of our staff via: • Employee Assistance Programme/online Wellbeing Hub, offering 24/7 access to websites, e-mail, phone, and face-to-face counselling on personal issues. • Axa Health Workplace App for external mental health consultancy. • Mental Health Champions who support staff wellbeing in the workplace.
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How to obtain further Information

For further information please see our website at www.id-live.com or contact us on 0845 643 9726.

