Introduction to the New e-Risk Register
15 December 2022
Q&A Session

This webinar provided an introduction to the new e-Risk Register, which will provide study teams and the vertical team a high-quality tool to better assess, manage, and view all risks for a Civil Works project in a consistent and integrated manner across project lifecycles and the full enterprise. Presenter Erin Rooks (e-Risk Register Lead, Institute for Water Resources) discussed the migration of the IWR-

Assistance for Project Teams (APT) Tool into the new e-Risk Register and re-oriented planners to these existing tools within the new application, in addition to demonstrating the new tool. This tool will provide vertical teams the ability to better assess, manage, and view all risks in a consistent and integrated manner across project lifecycles and across USACE more generally.

The new e-Risk Register will go live in January 2023 and be made available to all USACE employees through a phased rollout. For more information, FAQs, and a recorded demo, visit the USACE Publications Library.

This summary of the Question / Answer session of the webinar is not a transcription; questions and responses have been edited and reordered for clarity.

e-Risk Register Basics

Will USACE users be able to set-up projects themselves in the e-Risk Register or will an information sheet still need to be submitted to the system administrator?
Users will be able to set up a project in e-Risk Register on their own and help resources will be posted the e-Risk Register site. Prior planning studies will be available in the system, but the Project Details will require updating to start an e-Risk Register for that project. Users should unclick "Show Projects That Are Ready for ERRs" and then search for their prior APT projects if they want to create an e-Risk Register for their prior APT project. A video for this will be posted here: IWR Libraries (planusace.us). Users can also email err@usace.army.mil for assistance.

Does the e-Risk Register have required fields when setting up a project?
Yes. Not all fields are mandatory, but the user will be notified if a required field is incomplete, and they will be unable to move forward with new project set up or new e-Risk Register for prior APT projects until completed.

Will finished projects be deleted from the e-Risk Register?
Completed projects will not be deleted from the e-Risk Register. Projects will be retained to provide other USACE personnel with previous examples, lessons learned, etc. However, within the e-Risk Register, a project's status should be marked complete by the project admin or project manager. "Complete" vs. "Active" projects can be filtered from the main homepage.

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Are e-Risk Register results downloadable and shareable (e.g., to share during a milestone meeting)?
The e-Risk Register can be downloaded into a CSV file and manipulated within Excel as needed. However, the e-Risk Register tool is easily accessible to anyone with a CAC card. It is recommended that the tool itself be shared during a presentation, as the tool has greater functionality and more features than an Excel file. In the future, the team is working to make the data more accessible for Qlik, PowerBI, and other developers to allow users to create their own dashboards using this information.

Will study teams be required to use the e-Risk Register during the planning phase?
Use of the e-Risk Register by study teams is currently not required. However, Headquarters may make the tool mandatory in the future.

Once the e-Risk Register is launched, will the IWR-APT Risk Register no longer be available?
APT Risk Registers will still be available as a "Planning Risk Register" under the specific project. The team expects a sunset period of the Planning Risk Register from edit to read only if the e-Risk Register fully replaces it.

Can reviewers be made project members on e-Risk Register or should reviewers make a "favorite list" within the tool to track projects they are involved in?
While anyone can be made a project member within to tool, project reviewers and the study team will need to discuss what works best for them. The tool has various reviewer specific roles that can be identified on each project under Project Team, but all reviewer roles have the same edit rights as team members. Alternatively, a reviewer can still view a project and "favorite" it without being added to a team.

e-Risk Register Capabilities and Features

Do all fields in add new project risk need to be filled out?
All required fields are noted. The user does not need to provide a description for every item. It is possible to go back and edit all fields at any point.

Does the e-Risk Register incorporate the recently released [Alternative Milestone Meeting (AMM) and Tentatively Selected Plan (TSP) milestone Study Issue Checklists](#) ?
The e-Risk Register links to the most recently released Study Issue Checklists but does not directly incorporate them as the past module did in APT; these checklists are updated and maintained by Headquarters.

Will there be two-way communication between the e-Risk Register and the Cost and Schedule Risk Analysis (CSRA) tool? For example, if risks are identified in the e-Risk Register will they also be identified in the CSRA, and vice versa?
The CSRA Module will be added later in 2023 or 2024. Not all risks modeled in the e-Risk Register will be modeled in the CSRA for a given project. It will be up to the cost engineer to decide which risks should be modeled. Any and all risks from the e-Risk Register will be exportable for the CSRA model as desired. The cost engineer will be able to upload the CSRA results into the tool so long as the appropriate import template is used. This is currently being built and more details will be available when ready.

Where can users see indications of risk reduction in the e-Risk Register?
Over time, changes to a project in the e-Risk Register will be documented in a project log and the overall homepage and project homepage activity graph. As risks are reduced (or increase) over time, the color

of the risk in the project log will change (e.g., from red to yellow or yellow to red) to reflect the change in risk.

What does the risk management activity graph represent in the e-Risk Register?

The activity graph, visible in the top right corner of the e-Risk Register, visually demonstrates the number of risks identified and/or updated over time across all projects. This is an indicator of tool use, but also overall USACE collective risks through time. When filters are applied, this chart updates.

Can users select multiple phases for each risk entered into the e-Risk Register?

No. Users can only select one project phase per risk entered because the e-Risk Register is intended to help users make a decision by a specific milestone within a phase. Phases are entered only once upon the creation of a new risk and cannot be edited. Users may need to enter multiple risks to demonstrate that a single risk may affect multiple phases in different ways. For example, if the accuracy of the sea level rise curve is a risk that may impact both the feasibility and preconstruction engineering and design (PED), that risk should be entered once in planning and once in PED to ensure that concerns are properly addressed in each phase.