How to use the Risk Calculator

The calculator is designed to operate in Excel versions 2003 onwards. The version of Excel you are running will have some impact on the way macro security works. Accordingly, we have included instructions for both 2003 and 2007 excel versions in the section on macro security.

Opening the Risk Calculator

Download the Risk Calculator from **www.sparc.org.nz/sport/business-improvement/online-tools/risk-management-toolkit/risk-calculator** and save it to your computer. It is a good idea to change the filename when you save it, to give it a name that will make it easy to identify; for example, a filename convention such as [Your organisation] risk management assessment 2009.

Opening the file

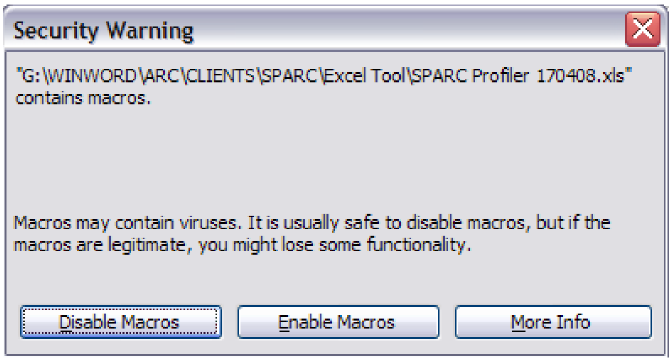
Open the saved file.

Macro security

When you open the spreadsheet, you may get a security warning about the macros used to make the calculator work. You will need to enable the macros. The instructions for doing this in the two excel versions follow.

Excel 2003 — Enable Macros

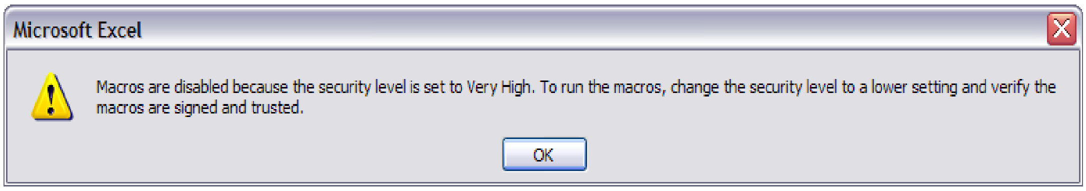
When you open the spreadsheet you may be requested to disable or enable macros:



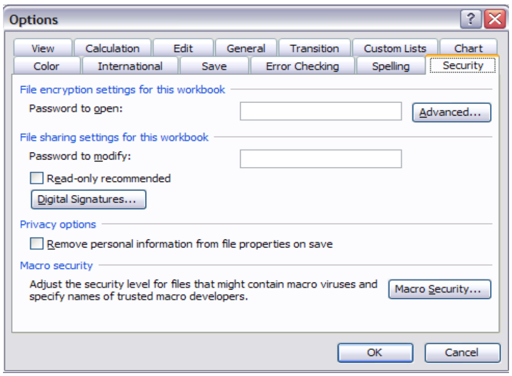
Click on 'Enable Macros' – the spreadsheet should open.

Excel 2003 — Change the security settings

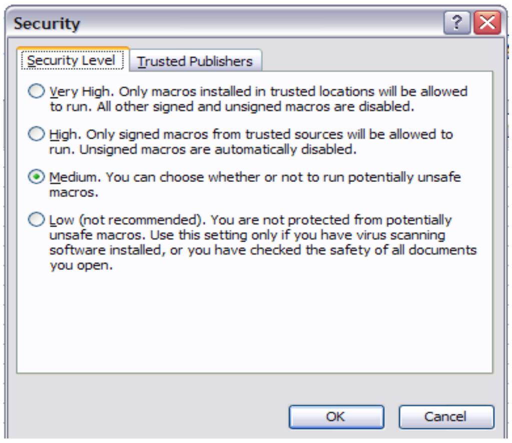
You may get another message as follows:



In the Excel toolbar, click on ‘Tools>Options>Security>Macro Security



Change the security setting to ‘Medium’ then click ‘OK’.

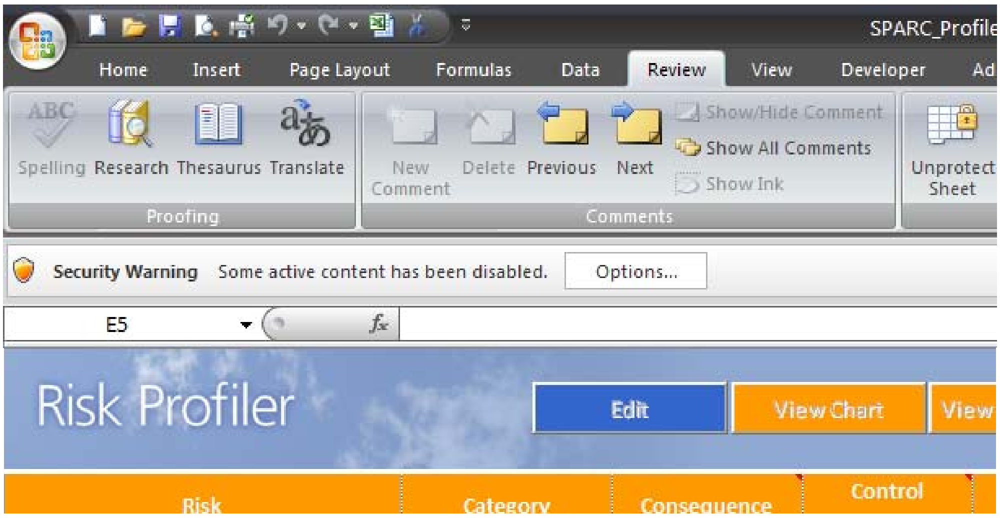


Now close and reopen the Risk Calculator. The Security Warning message shown above may appear, requesting you to enable macros. Enable the macros and the file should open.

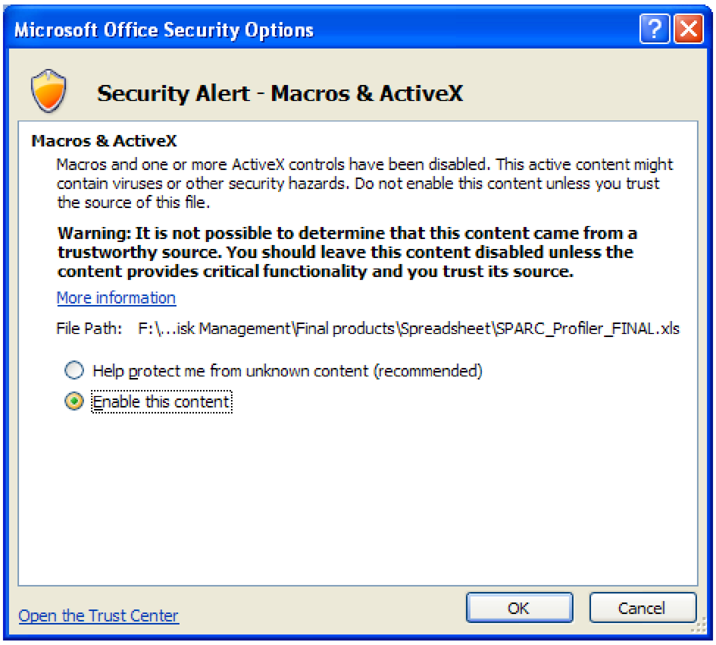
If you cannot change the security settings, or cannot open the Risk Calculator after changing the settings, you will need to talk to your System Administrator as you may not be allowed to change the security settings.

Excel 2007

On opening the calculator a security warning will be displayed between the tools ribbon and the main screen. Click on the 'Options' button.



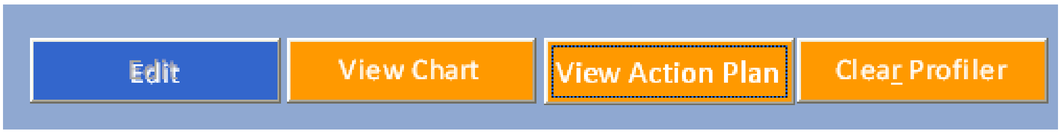
From the Security Options dialog box select 'enable this content' and click 'OK'.



The macros within the calculator should now run smoothly.

Navigating the calculator

Navigation buttons show at the top right of all the sheets in the Risk Calculator. Use these buttons to view each component of the calculator.

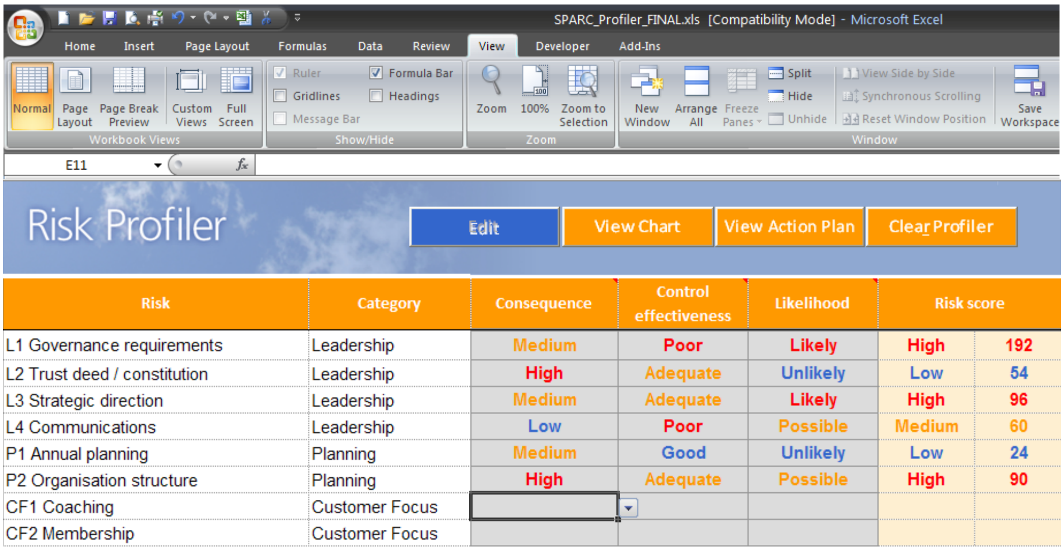


- Edit allows you to enter information to establish your risk profile. This button is on all worksheets and returns you to the Risk Profiler
- View Chart* lets you see a graphical profile of your high to medium risks
- View Action Plan* allows you to create a risk action plan
- Clear Profiler lets you clear all the information you have entered — a warning message will display if you click on this button. Only select 'yes' on the warning message if you are sure you want to erase all previously entered risks and create an entirely new risk profile and action plan.

A red triangle in the top right of a tab in the header row indicates instructions. Hover your mouse over the header cell to view the instructions.

* The View Chart and View Action Plan buttons will not be active until at least one risk with a risk score of medium to high is entered in your risk profile.

Establishing your risk profile using the Risk Profiler



Risk	Category	Consequence	Control effectiveness	Likelihood	Risk score	
L1 Governance requirements	Leadership	Medium	Poor	Likely	High	192
L2 Trust deed / constitution	Leadership	High	Adequate	Unlikely	Low	54
L3 Strategic direction	Leadership	Medium	Adequate	Likely	High	96
L4 Communications	Leadership	Low	Poor	Possible	Medium	60
P1 Annual planning	Planning	Medium	Good	Unlikely	Low	24
P2 Organisation structure	Planning	High	Adequate	Possible	High	90
CF1 Coaching	Customer Focus					
CF2 Membership	Customer Focus					

'Risk' and 'Category' columns:

These columns are fixed — we have filled in all the risks from the Risk Handbook for you. You cannot amend the wording of these cells. You can, if required, add additional risks at the foot of the table and assign a category. There is space for you to enter five additional risks.

'Consequence', 'Control effectiveness' and 'Likelihood' columns:

The consequence, control effectiveness and likelihood columns have drop-down boxes for you to select the required rating.

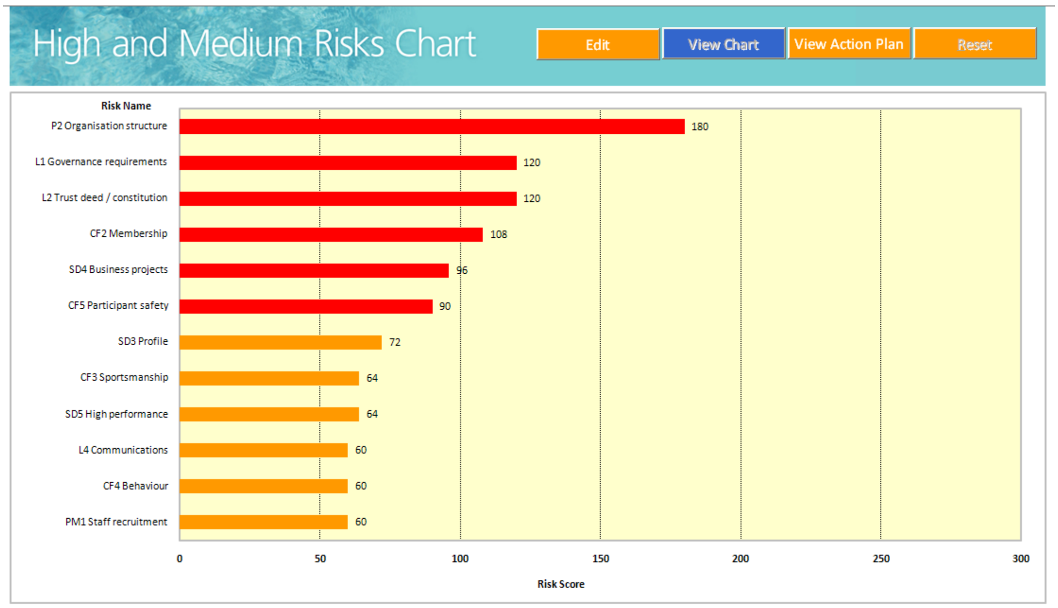
You cannot type any other options into these cells.

'Risk score' columns

The risk score columns are generated automatically based on the ratings you enter in the consequence, control effectiveness and likelihood columns.

Viewing your Medium and High Risk Chart

Once you have completed the Risk Profile in the 'Edit' sheet, you will be able to view the medium to high risk chart by selecting 'View Chart'. The chart will show all risks that have a medium or high risk value.



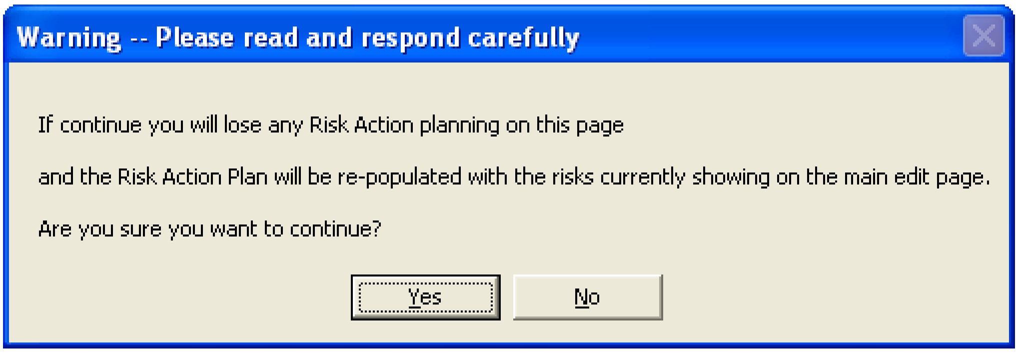
When you return to the 'Edit' sheet after viewing your medium to high risk chart, your list of risks in the risk profiler will have been resorted by risk value, from high to low. Do not be alarmed. All your risks will still be there; just in a different order.

Developing your Risk Action Plan

When you click on the 'View Action Plan' tab, you will get the worksheet template for the Action Plan.

Click on the 'Fill Action Plan' button to populate the Risk Action Plan with your medium to high risks from the Risk Profiler worksheet.

Important note: If you have entered any objectives, actions, dates or responsibilities before you click on 'Fill Action Plan', these entries will be deleted. Please ensure you have completed and checked your risk profile before beginning to fill your action plan.



Complete the action plan once you have entered all the ratings for your risks in the risk profiler.

Fill out the action plan with the objectives from your Handbook, your risk improvement actions, who will be responsible and the required dates. Selecting [Alt + Enter] will allow you to add a return and begin a new line within a cell.