



RISK MANAGEMENT is just one application for ppvotematrix. Although optimised for this application and in all respects the ideal tool for the job, it is nonetheless extremely flexible and adaptable. Therefore it equally adds value to...

- ✚ Good Corporate Governance
- ✚ Emergency Planning
- ✚ Staff attitude reviews
- ✚ Health & Safety reviews
- ✚ Investors in People (IIP) assessments
- ✚ Business Excellence workshops : eg EQA or other CI model
- ✚ Consultations – Community, Youth, etc
- ✚ Best Value
- ✚ Strategy Focus events, turning Strategy into Action
- ✚ Customer Focus Groups
- ✚ Project or Product Review Meetings
- ✚ Product Portfolio Mapping
- ✚ Change Management
- ✚ Team Effectiveness reviews
- ✚ Succession Planning
- ✚ Lots more, call us to discuss your own application idea!

ppvotematrix is run as an integral part of your PowerPoint presentation. You can choose to type the list in, in front of the audience, or you can select to run with a list typed in previously.

The background can be your choice of flat colour or shading or select a standard PowerPoint background or use your own corporate scheme and logo / house style.

The list illustrated below has been entered into ppvotematrix, either typed directly in or simply pasted from a Word document or even from email.

This is the view the audience sees immediately the Risk review process starts. Once you have agreed the list is complete and you wish to start the evaluation, simply hit the Start button or use the "hot-key" Alt+S to Start.

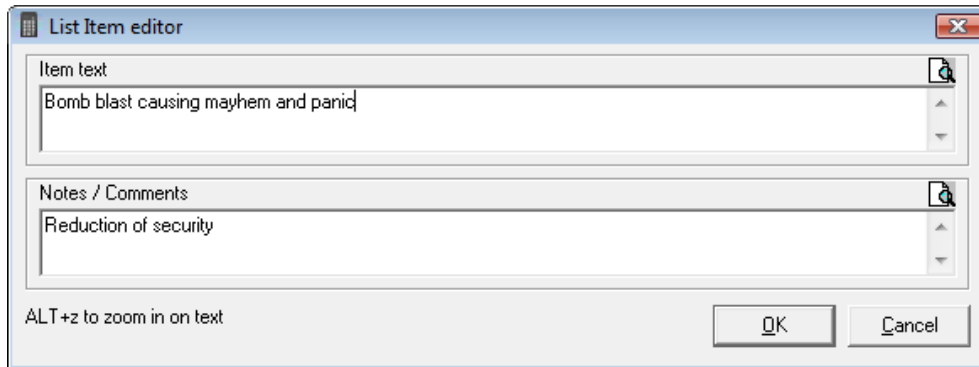
Remember that if you have selected to capture the Risks live from the practitioners then the white area will be blank waiting for you to enter the Risks using either right mouse, Insert Item, ALT+I, or the Insert Key or use the Insert button!

The screenshot shows the 'Risk Workshop' interface. At the top right is the 'ppvote' logo. The main area contains a table with the following columns: ID, Info, Item Text, Inherent IMPACT, Inherent IKELIHOOD, Current CONTROL, Residual IMPACT, Residual IKELIHOOD, and Risk Score. The table lists 12 risks (A-L) with their descriptions. Below the table are buttons for 'Start', 'Filter/Sorter', 'Insert', 'Remove', and 'Cancel'. At the bottom is a blue bar with the URL 'www.ppvote.com'.

ID	Info	Item Text	Inherent IMPACT	Inherent IKELIHOOD	Current CONTROL	Residual IMPACT	Residual IKELIHOOD	Risk Score
A		National Anthrax scare will result in a disruption to services						
B		Terrorist attack on our on-line systems						
C		Kidnapping of a senior executive						
D		Bomb blast causing mayhem and panic						
E		Flood of the computer centre						
F		Theft of sensitive information						
G		Business Continuity						
H		Pension cover shortfall						
I		This is a new risk						
J		Risk of rain in server room						
K		Laptops stolen from car						
L		Power snike						

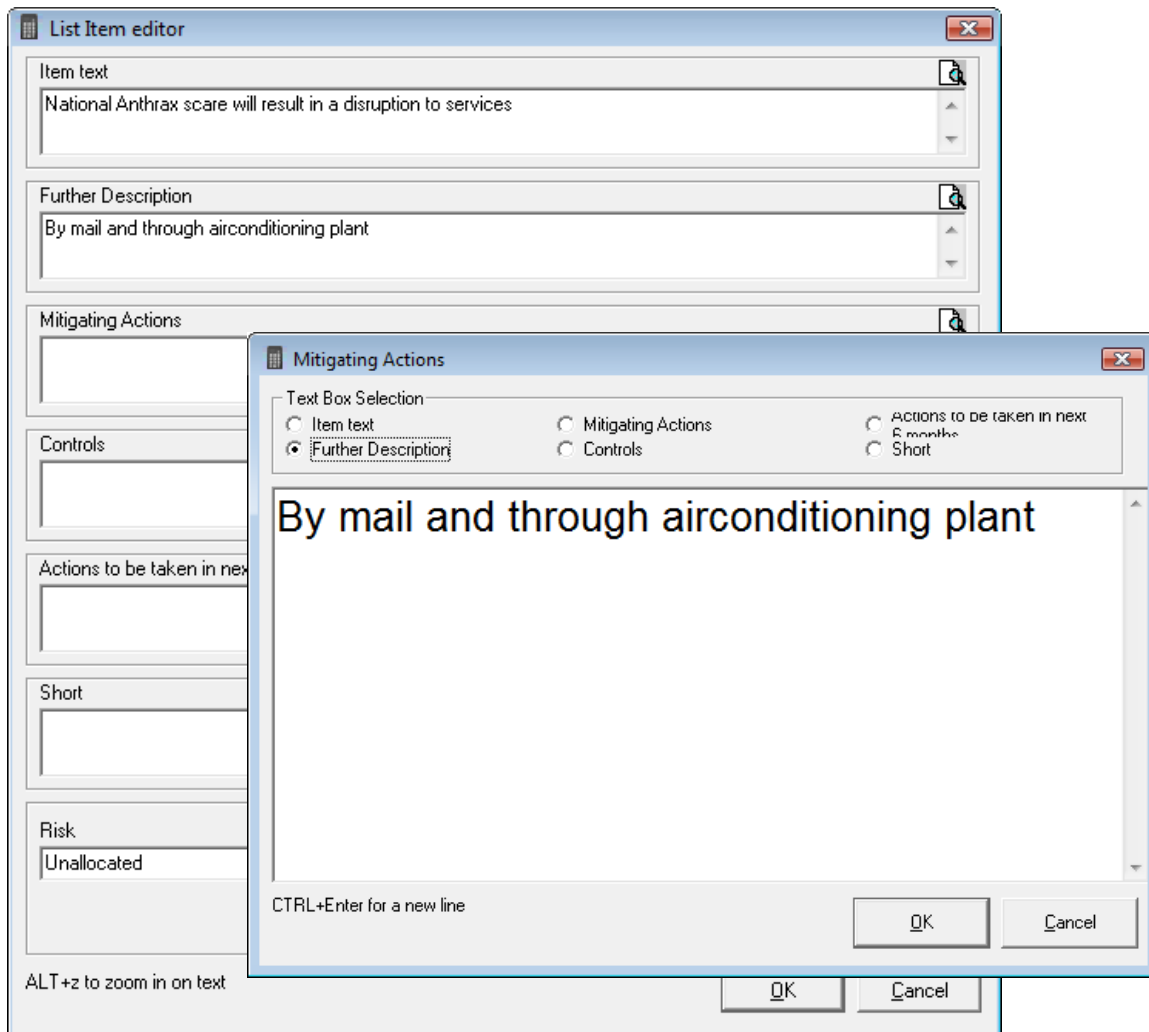
Alternatively you can go to the ppvotematrix edit screen where the Assessment(s) are created and select graph styles and many other options in Preferences.

This is the simplified “List item editor” dialog, designed to collect the Risk Statement and any additional comments where shared...



Here is the enhanced List item editor dialog. You can elect to use as many as 6 collection boxes or as few as 1 and title each of these boxes to meet your specific requirements...

NOTE: You have a zoom icon on the right hand side which will give you the larger text editing box.



This screen shows the List Editor once the voting is completed with scores for each of the assessments coloured as per the settings in colour banding. You can reorder the items with a right click of the mouse. Colours, text styles and size are at your preference.

ppvote matrix: RISK DEMO  
File Edit Tools Help

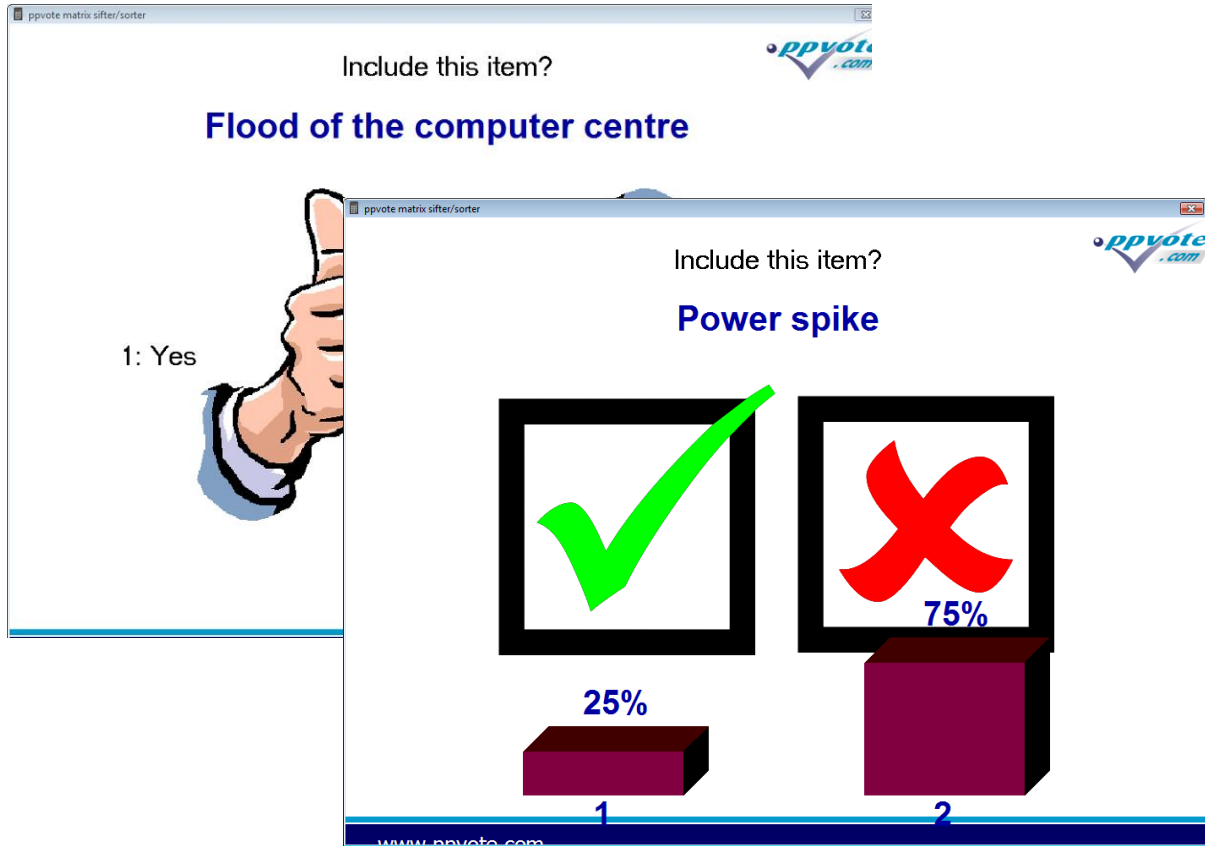
### Risk Workshop

ID	Info	Item Text	Inherent IMPACT	Inherent IKELIHOOD	Current CONTROL	Residual IMPACT	Residual IKELIHOOD	Risk Score
A		National Anthrax scare will result in a disruption to services	1.20	2.90	2.30	3.80	3.10	11.8
B		Terrorist attack on our on-line systems	1.40	1.90	2.10	2.00	4.30	8.6
C		Kidnapping of a senior executive	3.45	1.80	1.25	3.45	2.60	9.0
D		Bomb blast causing mayhem and panic	3.35	2.25	3.00	4.40	2.00	8.8
E		Flood of the computer centre	2.95	5.00	1.35	4.65	5.00	23.3
F		Theft of sensitive information	3.90	1.90	3.85	4.65	1.40	6.5
G		Business Continuity	3.95	1.75	1.50	3.35	3.00	10.1
H		Pension cover shortfall	4.15	2.00	3.55	4.70	3.00	14.1
I		This is a new risk	2.45	2.70	2.40	4.20	1.00	4.2
J		Risk of rain in server room	4.80	1.70	2.90	3.20	3.65	11.7
K		Laptops stolen from car	2.50	4.05	1.00	2.00	3.00	6.0
L		Power spike	1.65	2.15	1.90	1.60	3.30	5.3
M		Serious error in auditing process	5.00	2.60	1.00	4.00	2.50	10.0

AutoStart Assessments Display Graphs Insert Remove Close

www.ppvote.com

Here is an example of using the Sifter/Sorter<sup>SM</sup> tool to help quickly reduce a large list to decide if we, the group of practitioners around the table, can take on board the item being displayed; or is it something that Corporate HQ has influence over. There are four different images to choose from and you can elect to see a graph after each vote.



If the audience votes greater than 50% for it gets included.

51% against it and it is excluded.

In a situation where the result shows a 50/50 split it remains included.

Risk Workshop						
ID	Info	Item Text	Inherent IMPACT	Inherent I(KE)LIHOOD	Current I(KE)LIHOOD	Risk Score
A		National Anthrax scare will result in a disruption to services	1.50			
B		Terrorist attack on our on-line systems	2.00			
C		Kidnapping of a senior executive	1.95			
D		Bomb blast causing mayhem and panic	1.85			
E		Flood of the computer centre	1.90			
F		Theft of sensitive information	1.55			
G		Business Continuity	1.85			
H		Pension cover shortfall	1.05			
I		This is a new risk	1.95			
J		Risk of rain in server room	2.00			
K		Laptops stolen from car	1.60			

On concluding the Sifter/Sorter process we are returned to the list screen with the items turned on and off... You may review the items that have been 'de-selected' and turn them back on again if required simply by clicking the left hand column.

In our example we can see that items C,E,F,G,I,J,K have been de-selected.

Here is an example of the first risk presented to the audience; “National Anthrax scare causing disruption to services”, to be evaluated on the Inherent LIKELIHOOD.

If you wish you could define an even simpler scale such as: 1. Low, 2 Med, 3 High”:

Vote '0' to abstain

ppvote.com

**National Anthrax scare will result in a disruption to services**

**Inherent LIKELIHOOD**

**1. Rare**

**2. Un-Likely**

**3. Possible**

**4. Likely**

**5. Almost Certain**

Votes Cast  
**3**

www.ppvote.com

Colours, fonts, layout are all user definable.

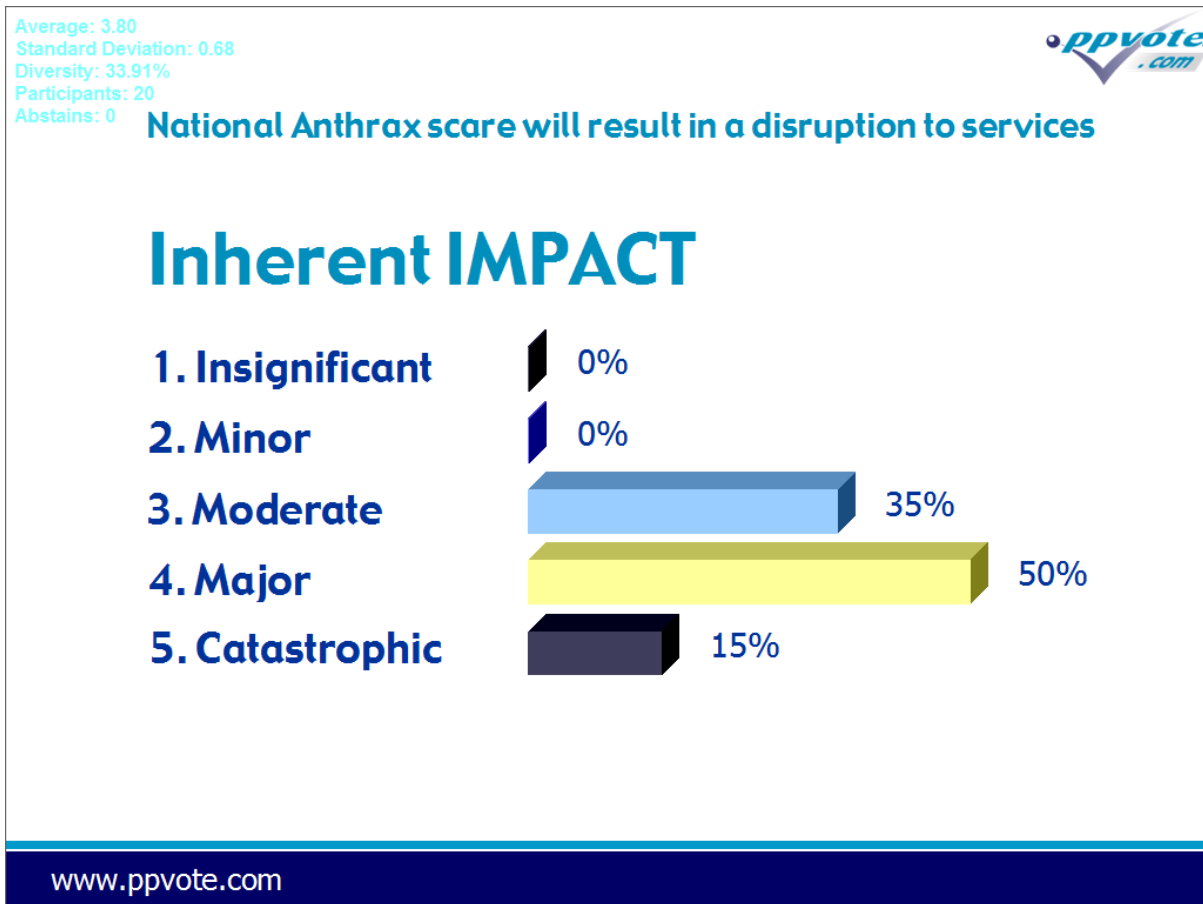
In this slide we see 3 people have given their opinion so far.

Once you have all the votes in you simply hit the spacebar to close the vote and either move onto the next vote or to see the graph.

Alternatively you can set up your keypad setup to automatically close the vote when all people have voted, so it moves on to the next assessment. You can define a sound to play at the end of each assessment, so that you know the question has moved on.

Whilst running the assessment process you have several options;

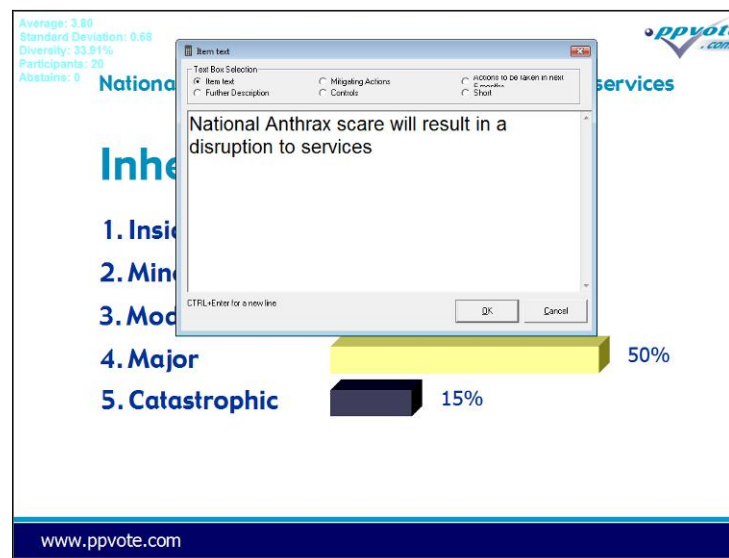
Firstly you can choose to show distribution graphs after every vote.



All fonts, colours and layout are user definable

You can also display the Item Editor screen at any point during voting, or whilst displaying the distribution graph by simply pressing ALT+L(ist). You can also capture this graph for use in your reports later, either by using the AutoCapture set up in preferences or ALT+S(tore)

You can also choose if you prefer percentages or number of people to be shown...

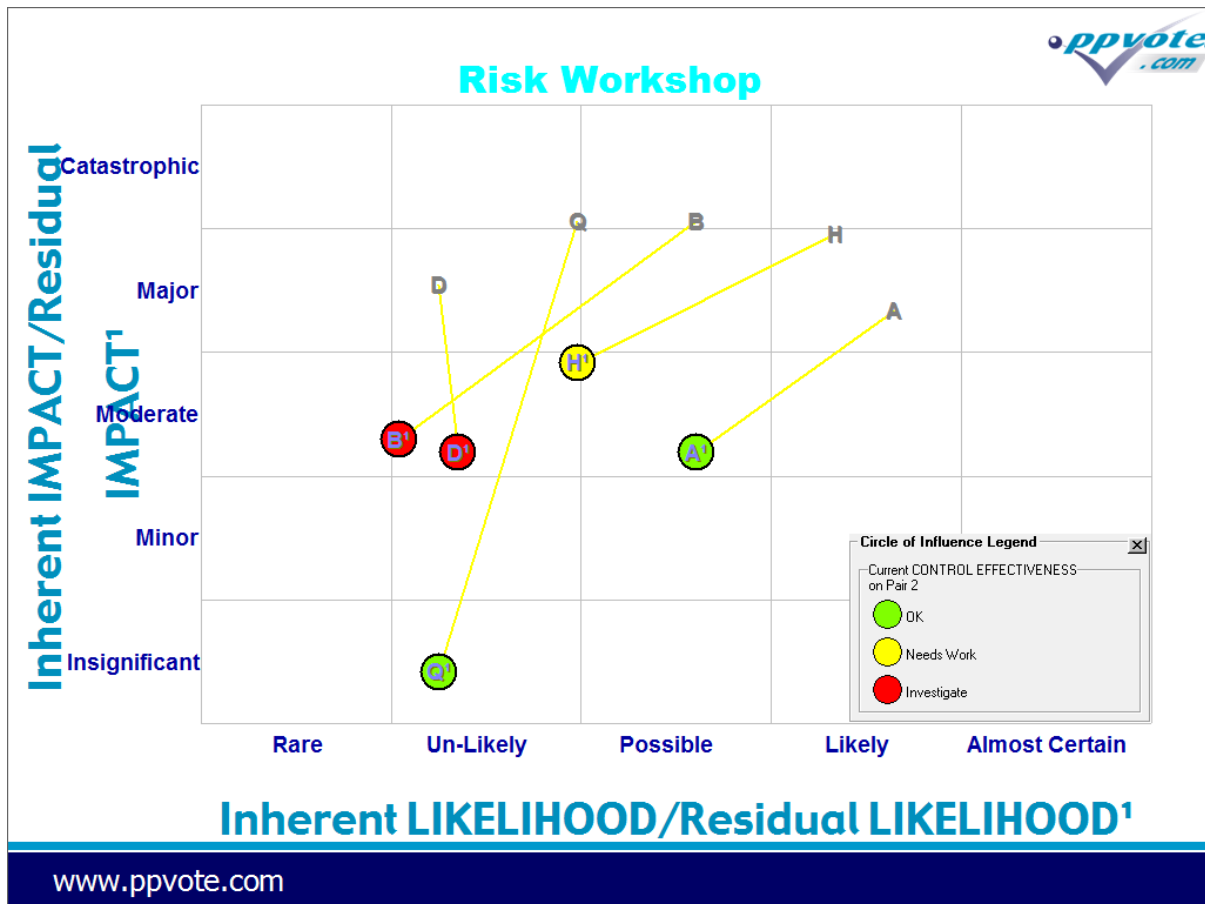


Once you get to the end of an item, you can optionally show a summary for it – you can include the average score and individual votes (with names if you have entered them). You can even have the scores coloured by the graph colours.

	Average	4	3	5	4	3	5	4	3	5
Inherent IMPACT	3.95	4	3	5	4	3	5	4	3	5
Inherent LIKELIHOOD	1.75	1	2	1	2	1	3	2	1	2
Current CONTROL	4	4	4	4	4	4	4	4	4	4
Residual IMPACT	2.7	3	2	3	2	3	3	2	4	3
Residual LIKELIHOOD	1.9	1	2	3	1	2	3	2	1	2

Buttons: Revote On, Revote From, Item Editor, Close Results

Once you have run through an item, you can also choose to see its scatter plot of votes, or you can wait until you have voted all your items and then show the matrix graph.



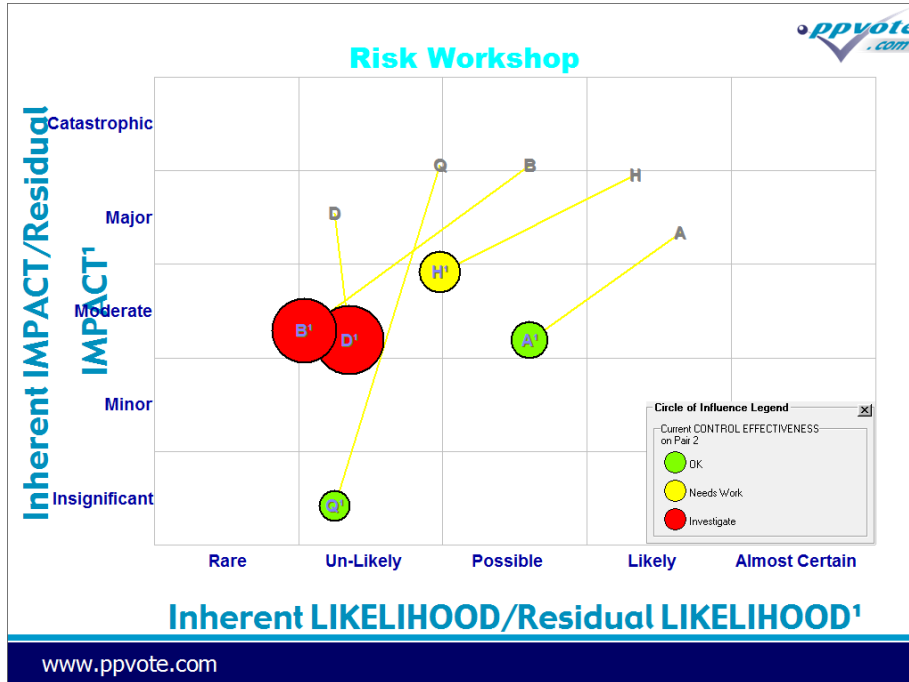
All fonts, colours and lines are user definable

This graph is showing the power of ppvotematrix. The IMPACT (Inherent and Residual) is on the vertical, LIKELIHOOD (Inherent and Residual) on the horizontal axis, with the circle of influence displaying the control effectiveness. Each of the letters indicates an average for the items / risks reviewed.

In the graph the individual letters are the inherent position and the letters with a superscript 1 are the residual positions.

You can display the circle of influence in one of two ways. In the previous graph they are of a fixed size, in the graph below we use a variable size based on the average score for the circle. By using bigger circles for poor control you can see where issues may arise and it provides a discussion point.

The circles are also coloured according to your selected scheme. In ours we have chosen the RAG'ing (RED/AMBER/GREEN) approach.



The C of I Legend descriptors are user definable as is the position of the display box.

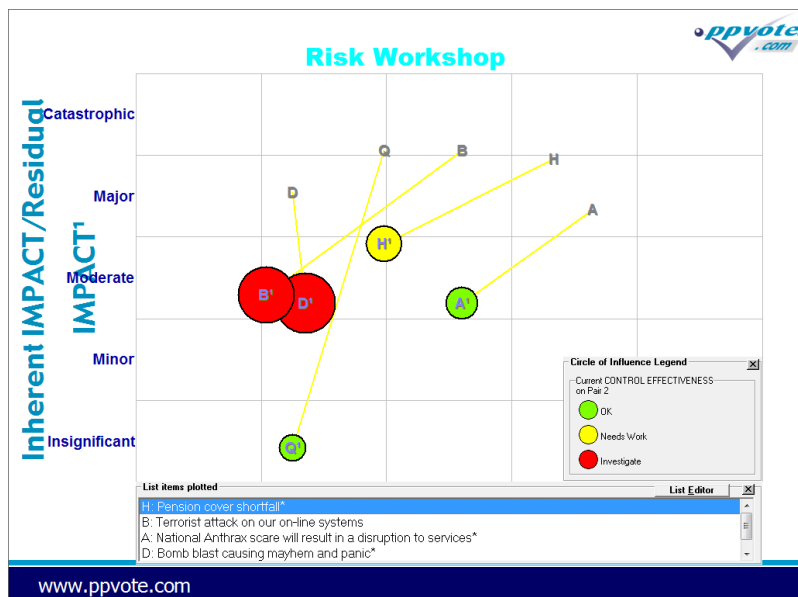
It may be switched off if not required.

Here is the same graph but this time with the List dialog open.

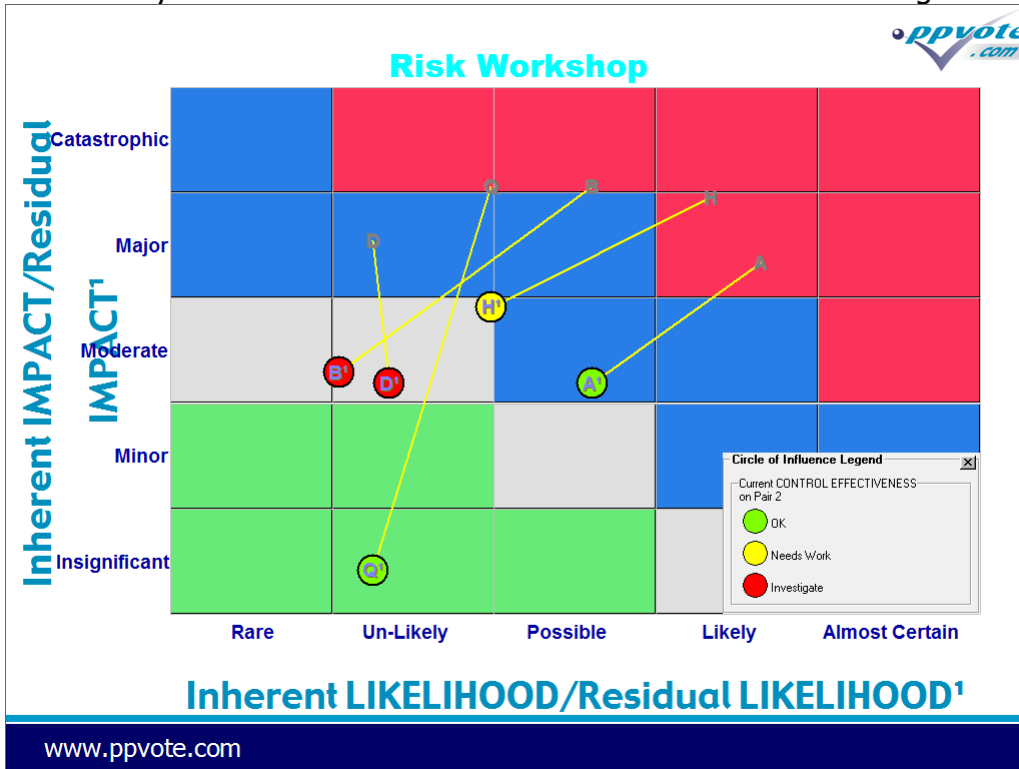
This offers user navigation by clicking on the item concerned or by simply pressing the associated letter on the keyboard.

You can also revote any item for one or more assessments by right clicking on the item in the list.

This List items window can be positioned anywhere on the screen.



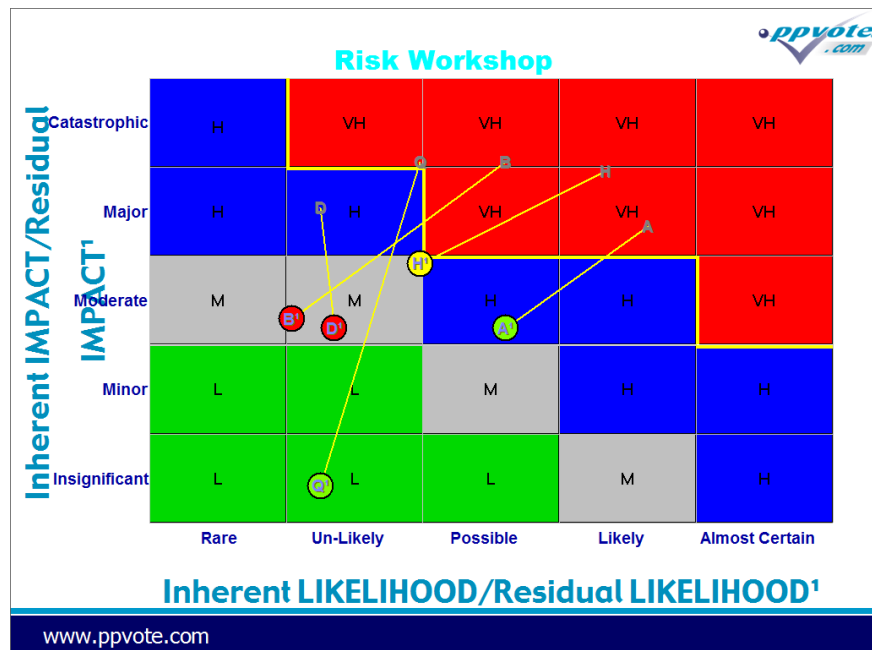
Here is the same graph: this time with the advanced (user definable) OVERLAYS feature switched on. The colour, size and style of text is down to you as is the message. A different message can be used in each of the zones. Furthermore you can select your own choice of shaded or solid colour as the background.

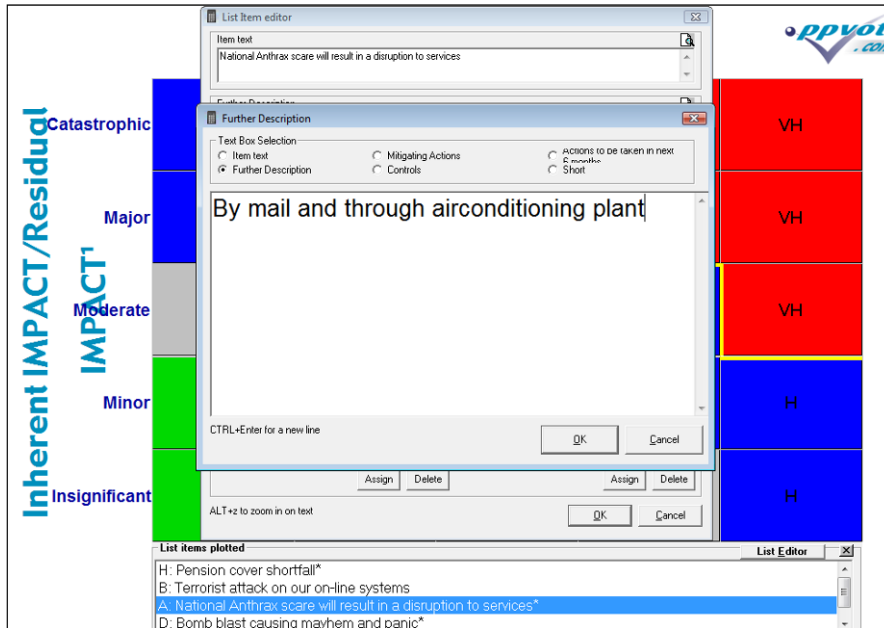


The next graph shows the optimisation line. In this case it is yellow in colour and borders the red zone.

This is all user customisable.

Each zone has a descriptor, in this case it is one or two letters, it could be full words if required.

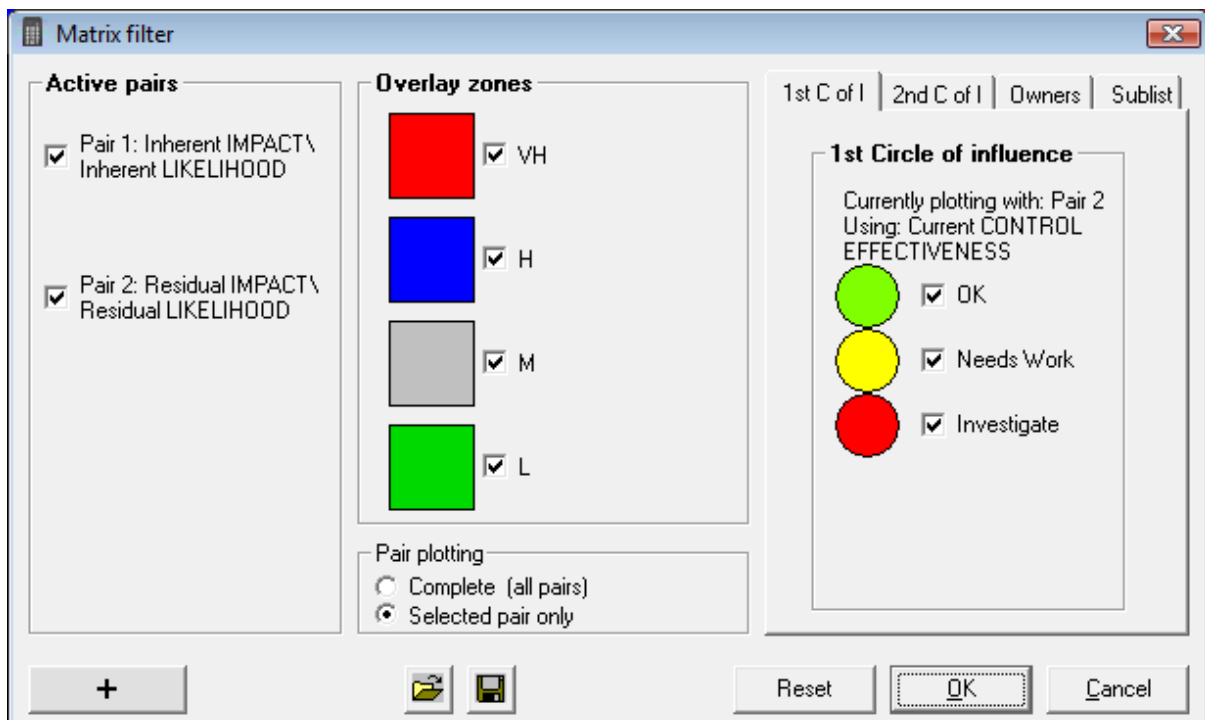




Here you can see the List item editor open providing a better opportunity to gather Notes/Comments than the use of Notepad as the Notes captured here are exportable into your reports.

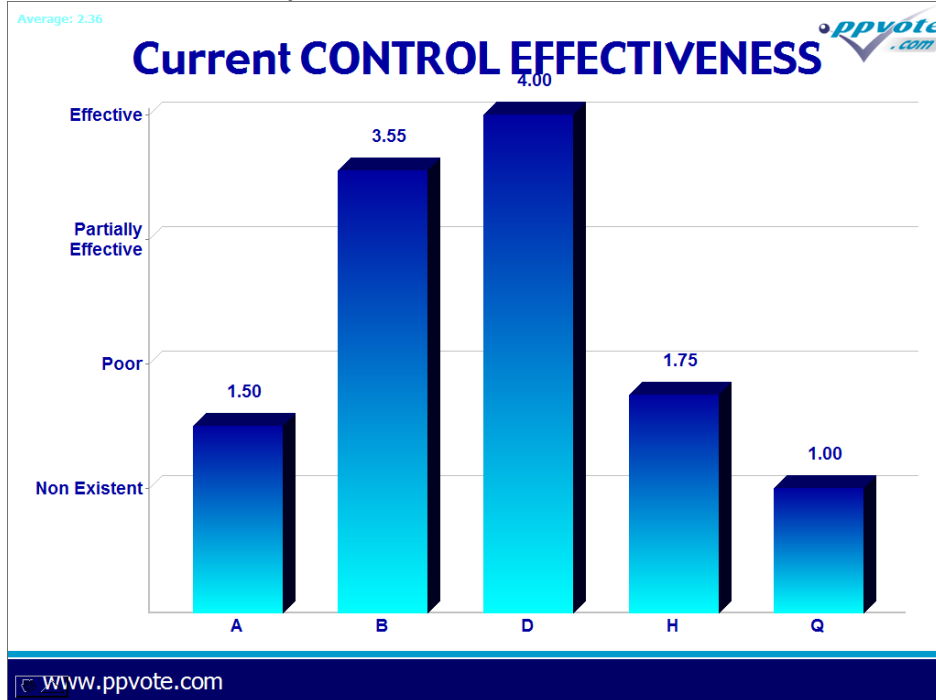
Another powerful ppvote matrix tool is the matrix Filter.

This enables the user to filter out , Inherent, Residual, Controls, or even to just pick risks that fit within a particular zone or are "owned" by a particular Risk Owner.

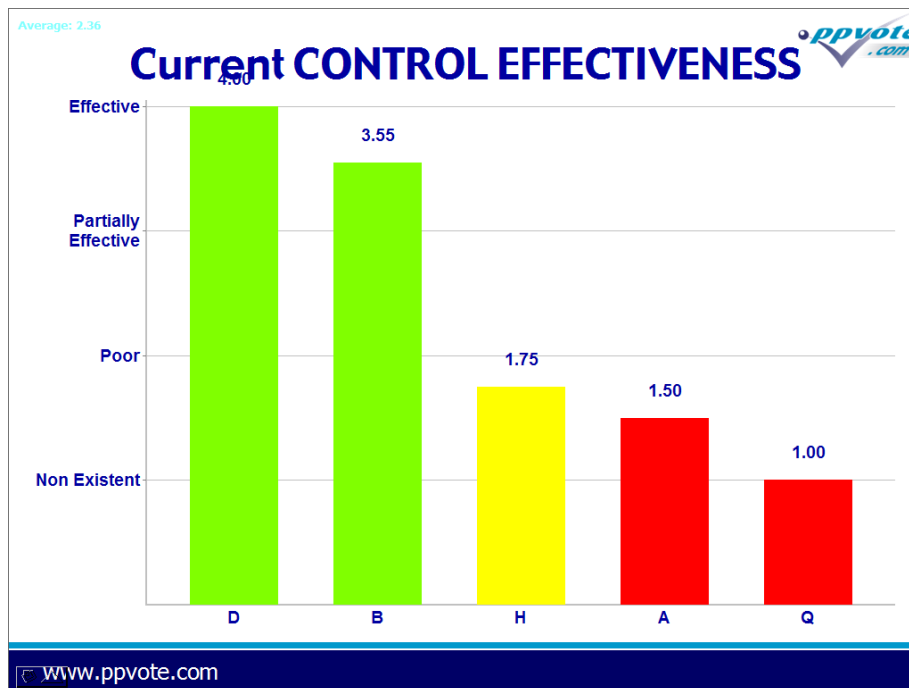


Here we see an average bar chart revealing Current CONTROL EFFECTIVENESS Assessment displayed in High to Low order. By clicking on the right mouse you can change this from High to Low to Low to High or in Alphabetical order.

The bar and text colours are your choice.

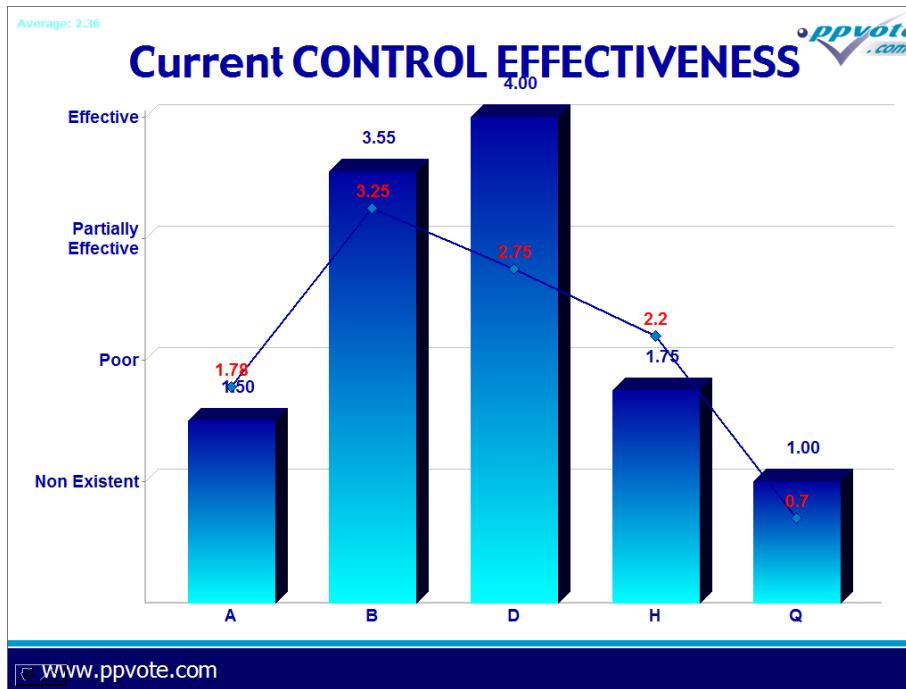


In this next example we are using RAG'ing (RED, AMBER, GREEN) to illustrate the high, medium and low Impact's. Using "hot-keys" you can control what is seen. As an alternative to using the mouse to select the List button you could choose Alt+L to reveal the List items box as shown at the base of the next graph: -



## Benchmarking

One of the advanced features of ppvotematrix is the ability to input external data and label this with your own descriptor. In the graph on the right we have chosen the word "Benchmark" and selected the "dot line" display option.



The Benchmark values are shown for instance for item 'D' at 2.75 and the audience scored 4 in their assessment. However with item 'H' the benchmark value was 2.2 and the audience scored 1.75 on this control.

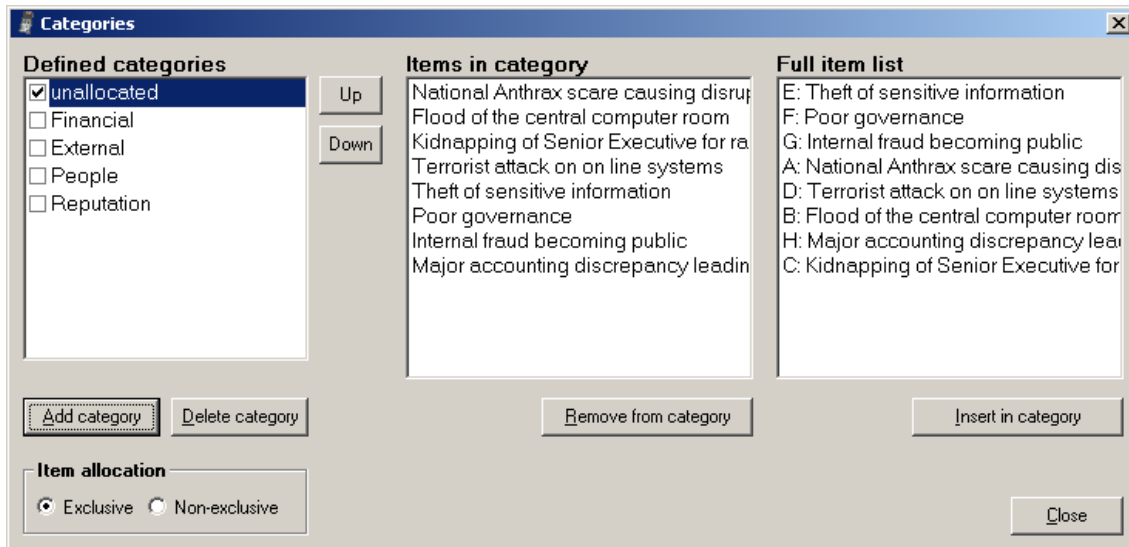
It is true that in the Risk Management field most workshops review different Risks at every meeting therefore there is nothing to Benchmark! However it could be possible with Key Control Indicators to establish Key Control Statements and use these to establish the operating unit control status. Then to use the corporate data on these controls as the Benchmark.

Benchmarks or External Data plots are recorded in the Preferences, External Data tab which is where you can also select the colour scheme for your Text, Lines and Dots as well as the Text you wish to see displayed. Ideal in other applications to present MORI, GALLUP, CORP Data or even to enter last year's average values!

The above graph also illustrates the average score across all items for Current Control Effectiveness in the top left corner.

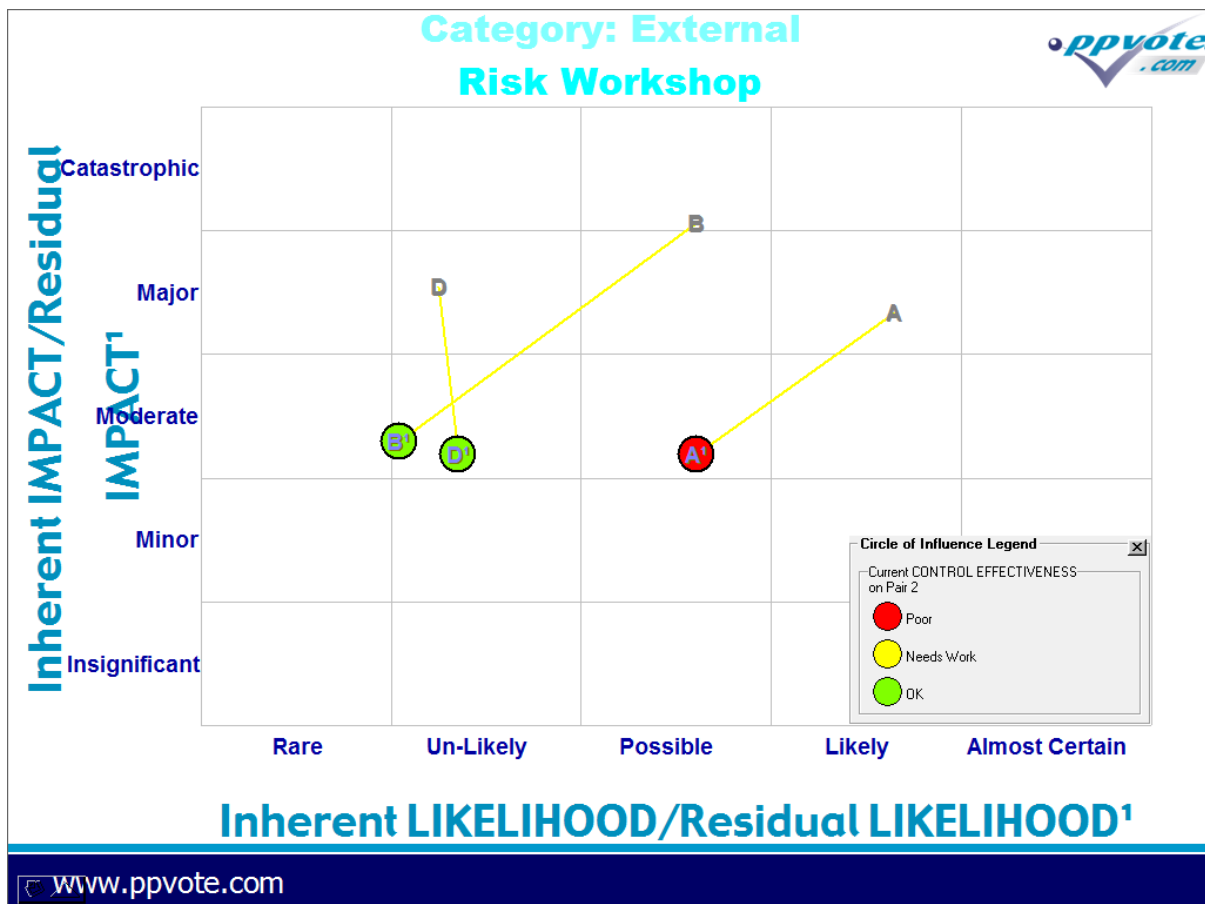
You can also present Benchmarks at the matrix graph.

Another powerful feature of ppvotematrix is the Category tool. This enables the user to define categories for risks to be allocated against, either before or after the voting has taken place.

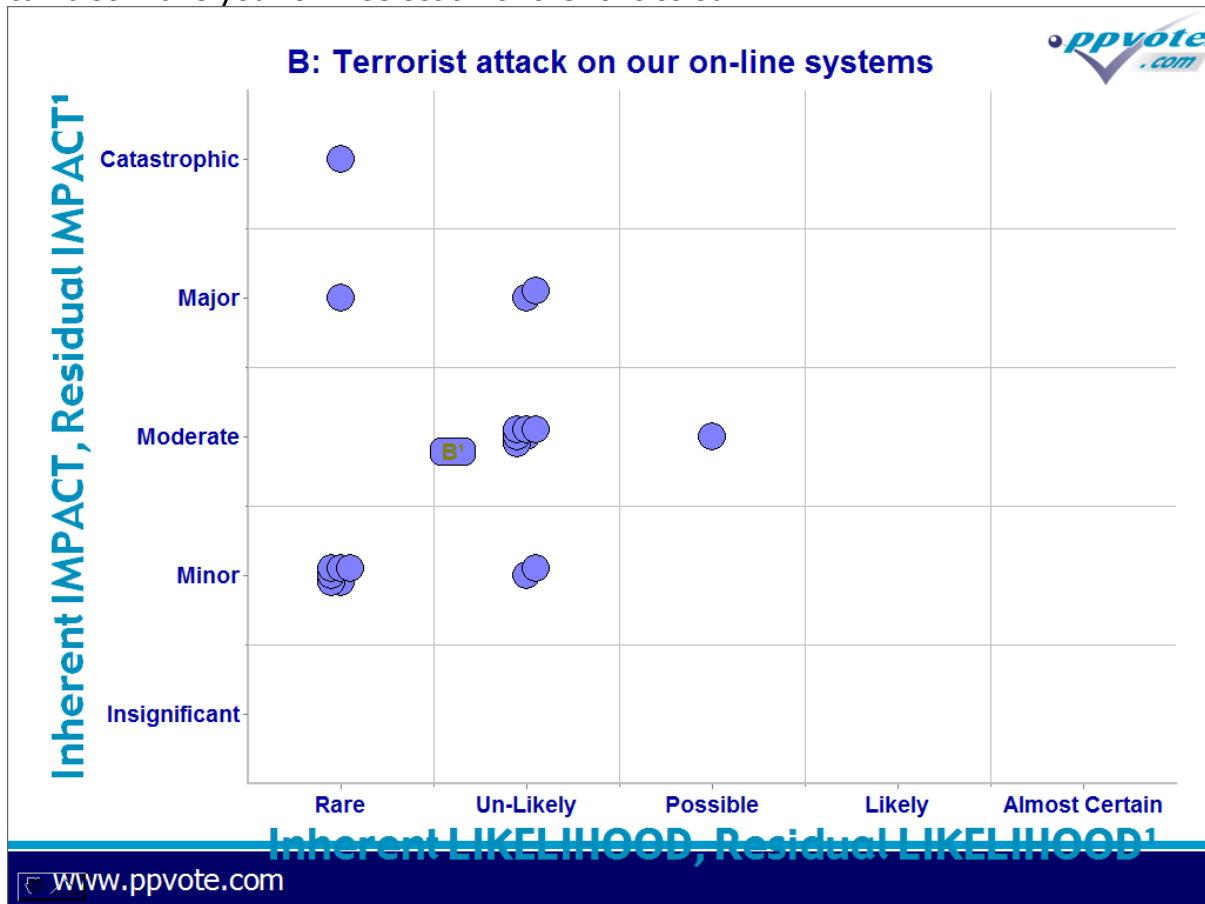


This allows you to filter the matrix graph by risk category for your reporting.

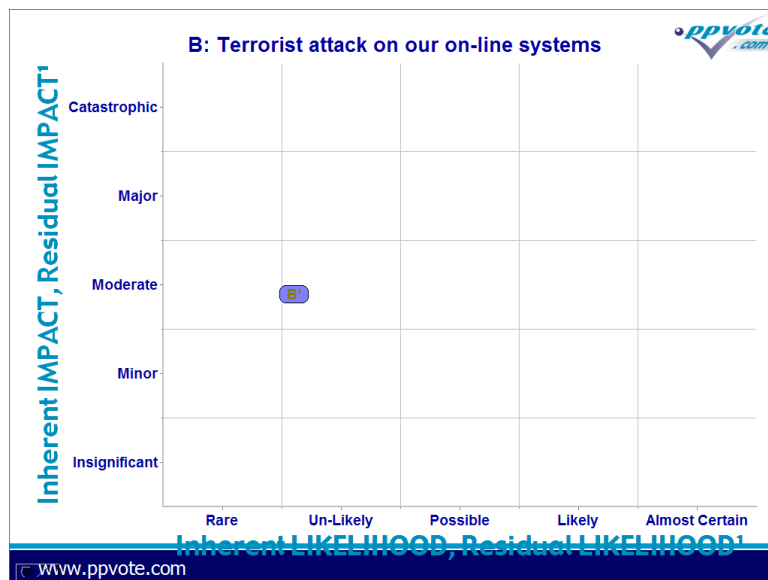
This matrix graph is showing only the EXTERNAL category



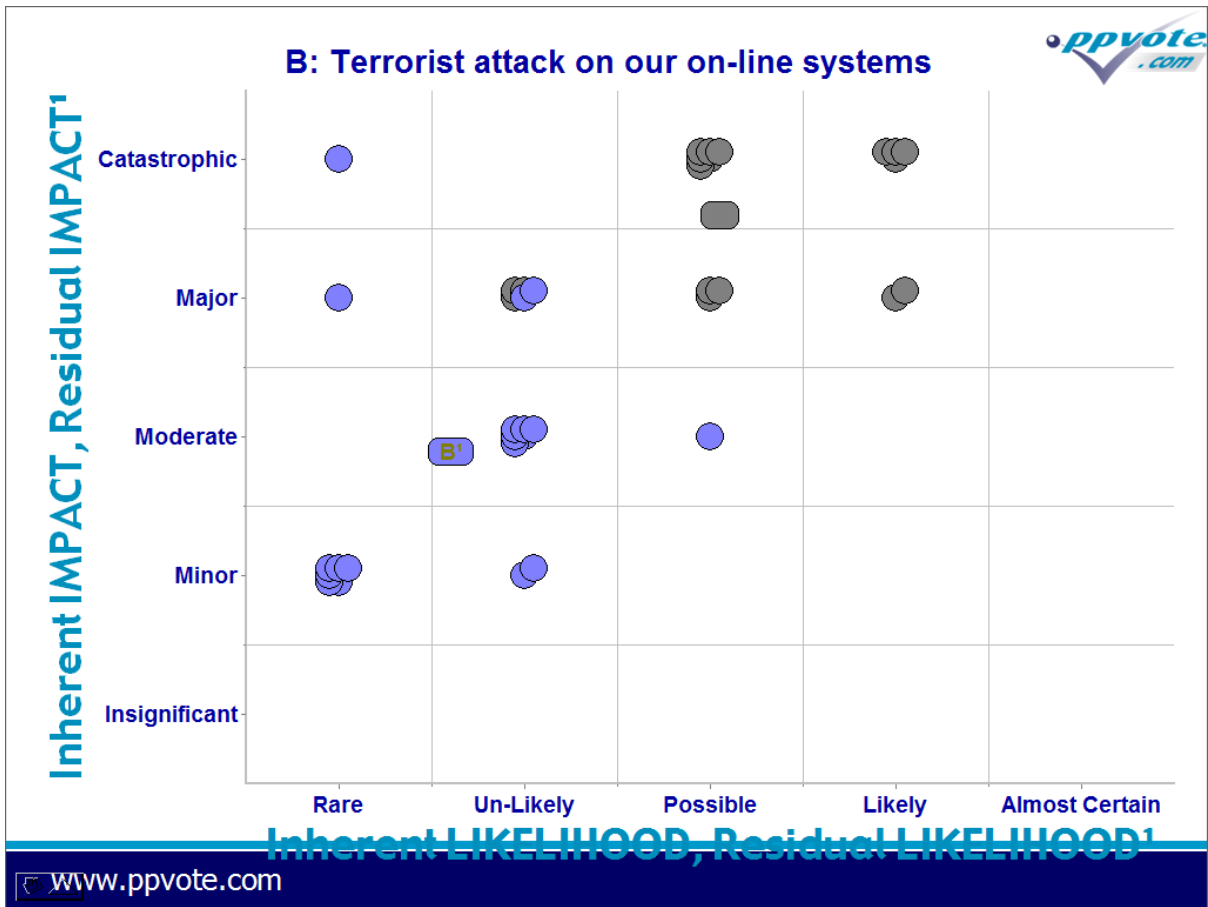
This is a scatter graph and the "BLOBS" indicate the correlation of the individual votes on the vertical 'IMPACT' and those on the horizontal 'LIKELIHOOD'. The blobs can be in your choice of colour and in a choice of Small, Medium or Large size. You can also make your own selection of the font colour.



Another advanced feature is the ability to show the distribution graphs for each of the axes by using the hidden buttons at the base of the screen. Simply roll your mouse over the bottom of the screen and select 'Assessments'. The hide/show button allows the user to hide the vote plot points 'blobs' and to reveal just the average score.



In this scatter graph we see two average plots, B “Inherent Impact & Likelihood” and B<sup>1</sup> the “Residual Impact & Likelihood”. The grey colour blobs are the individual Inherent views and the blue blobs are the Residual views.



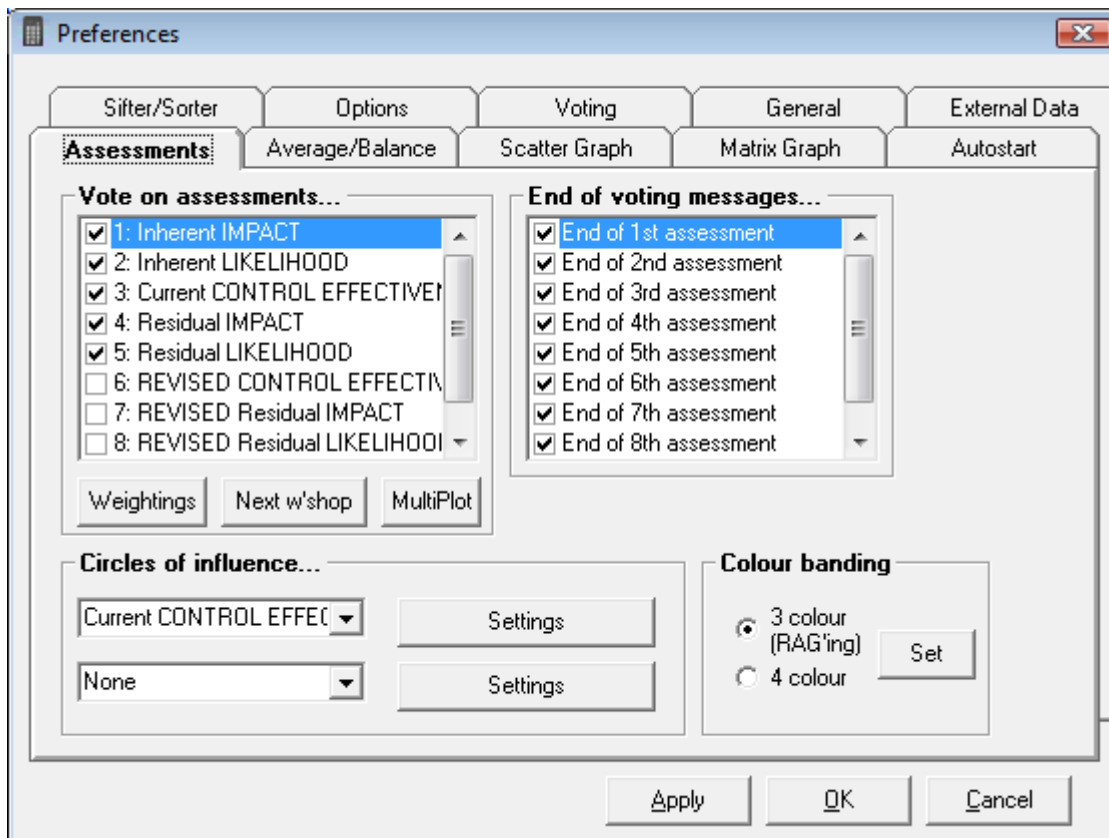
Our “Preferences” dialog box, offers you the maximum flexibility to control what happens and when.

The Assessment Tab illustrates that you can choose to have up to 9 assessments and that you can select a message at the end of each assessment, which can be different in every case!

You can apply weightings to your assessments, use MultiPlot to calculate a value based on summing, averaging, multiplying or highest or lowest of the assessments selected. The other button with assessments is Next Workshop – this allows you to return and run more assessment criteria for a new workshop, then to plot your old data against the new.

You can also choose to associate the Circles of Influence to 1 or 2 of the assessments and choose to have the circles increasing or decreasing in size according to the scores recorded. You can select your own C of I Circle size to be dynamic or fixed. Under the Assessment RAG'ing button you can choose up to four display colours for the circles.

Each of the 'TABS' have a similar range of options for their respective area of the program, affording the user a great level of flexibility and to customise to corporate preferences.




**This workshop was most worthwhile!**

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

Waiting for... 18 19 20

www.ppvote.com

Votes Cast  
**17**



To conclude the workshop we should always seek their feedback: -

In this instance we have shown the results using a bar graph, other options such as bar, cylinder, pie, text, rating and more besides are available to you.



We should also mention that ppvote is a portfolio of products.

“ppvotelite” for the user that just wants to be able to introduce single axis questions into their PowerPoint presentations.

“ppvoteprofessional” – for the regular to advanced user who wants to have greater choice in questions styles and techniques as well as have the questions InstaVote<sup>SM</sup>! Group and quiz questions are also available.

New enhancements and additions to the ppvote®portfolio are planned, so we recommend giving us a call from time to time to catch up on developments.



Information contained within this overview is subject to change in accordance with our policy of delivering continuous improvements.