

Policy Management Silver Package: Included Capabilities

The Policy & Procedure Management Silver package helps get customers on the ground floor with a basic set of capabilities and starter workflow to establish a base framework for a policy & procedure management program. Features include:

Policy Library

Categorize, store and track your organizations policies through a version controlled, easy to use interface. Properties on the policy help to categorize, track ownership and policy refresh dates, and relate policies to related business units.

Policy Approval Workflow

Policies may require approval before being placed into In Use with an Effective Date. The Policy Approval Workflow provides the functionality for a single set of review and approvals for all policies that can be submitted when new versions of a policy are created, sending notifications to workflow participants and allowing for Approve/Reject actions.

Read/Acknowledge Certifications

Define multiple certifications and types that can be sent to business process owners for reviewing and certifying that they understand the designated policy. Track certification status of individuals through easy to use reports.

Document Requests

Identify required policies to be gathered and send requests to the appropriate business units to submit and upload their policies into the library. Document requests can be tracked with reporting and provide reminder notifications against relevant due dates.



Organization

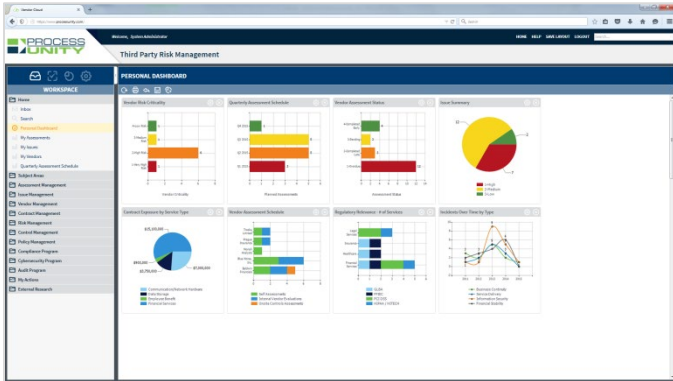
The Organization Subject Area represents functional elements of a business such as departments or groups. Organizational Units (the lowest level of the hierarchy) can be scoped in assessments. People that are related to Organizational Units can also be used to define dynamic teams used for various permissions throughout ProcessUnity.

Single Sign-On

Single Sign-On (SSO) authentication enables all users to bypass the ProcessUnity Login screen by authenticating via a corporate network. This provides convenience by eliminating the need to remember and maintain multiple username and password combinations, improving productivity and security while facilitating collaboration between in-house applications. ProcessUnity supports SAML 2.0, which is an industry standard for SSO.

Standard Dashboards

Built-in standard Dashboards consolidate and visualize the status of policy reviews, issues, control assessments, and more. Each system user has the ability to configure their personal dashboard to maximize productivity. Any user defined report can be delivered in graphical format with drill down capability to detailed information. In addition, selected users can copy their dashboard to other users, roles, or teams to instantly share valuable analytics with others.



Standard Reports

Built-in Standard Reports provide the basic information required to manage policies & procedures. Out-of-the-box reports include: Policy Review Schedule, Policy Library, Policy Certification Status, Policies by Status, My Certifications, My Policies, and other reports for managing policies, users, and certifications.

Standard Properties

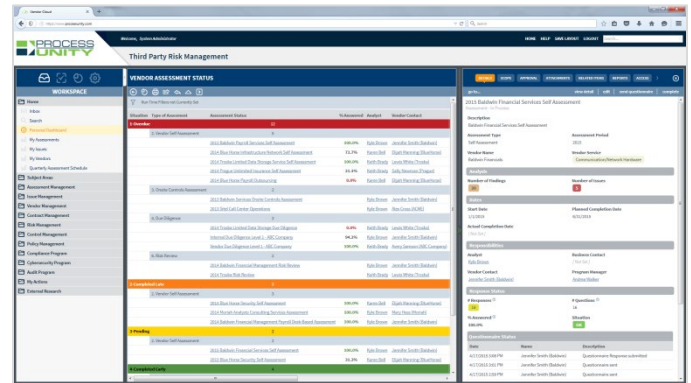
Standard properties are provided for Policies, Procedures, Certifications, Issues, Violations, Feedback, and Exceptions. Standard properties can be disabled - or renamed to suit a particular customer's nomenclature. Non-standard properties are also available (see user defined properties)

User Defined Notifications

Notifications are pre-defined communications that can be triggered automatically when data certain conditions are met. Notifications can be issued as email messages and/or ProcessUnity Inbox entries. System users (with appropriate permissions) can specify the condition, the triggering method, the notification content (text) and recipients. Notifications can be as simple as indicators or reminders, or can feed more robust workflows such as review and approval requests and/or escalations for overdue items.

User Defined Properties

ProcessUnity includes default properties all system areas to help organizations get started. In addition, user defined properties can be easily defined and configured to extend the system for customer-specific program requirements.



User Defined Reports

ProcessUnity allows system users (with permission) to author custom reports against system data via a simple-to-use reporting building interface. Custom reports can access any customer-defined properties/attributes, and can be grouped/sorted/totalled according to customer preference. Design-time or interactive filters can also be applied, as well as calculated columns. Charts can be added to visualize reports, and finalized reports can be published to specific roles or teams for easy access to view or export their content.