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Introduction

Integrated Risk Management Information System (I.R.I.S) software is a web enabled user configurable governance system that is presently being used by Government, Government Business Enterprises and the private sector.

I.R.I.S is a business information system that supports all or specific elements of corporate and public sector governance through the effective management of risk, compliance and strategy. It assists with the management of Business, Operational, Regulatory, OH&S and Environmental Risk and effectively demonstrates system compliance to auditors and regulators.

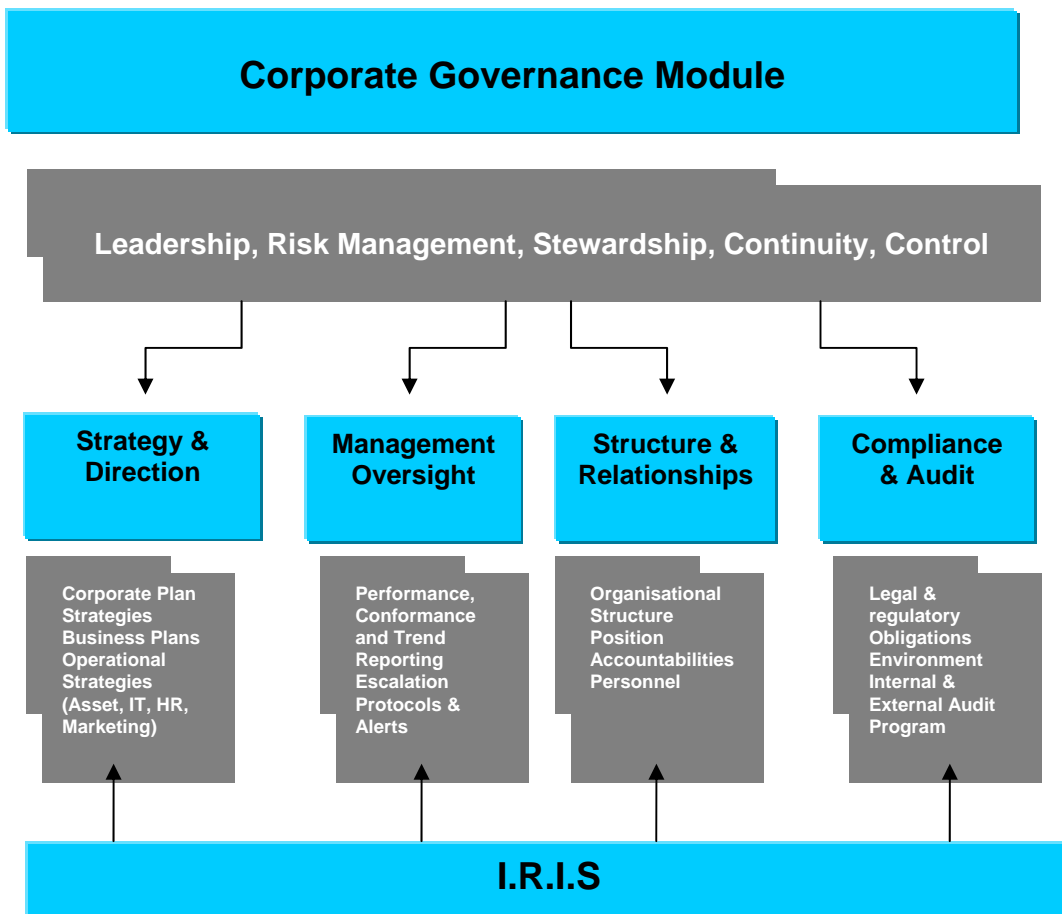
Additional configuration undertaken to satisfy client's requirements is done by the I.R.I.S consultant working with the client on-line. Under most circumstances, we do not need to use programmers to configure the system. This software flexibility allows for an efficient and effective implementation tailored to specific user requirements. It also allows users to add additional functionality as their governance frameworks mature.

Implementation can be more efficient when a client chooses Periscope's Web Hosting option. Through this option the system is available from any computer with an internet connection. Security is maintained through 128 bit encryption technology.

At Periscope we are confident that our software offering will deliver immediate and sustainable benefits to any organisation.

I.R.I.S

I.R.I.S provides the ability to translate risks and organisational obligations (both internal and external) into actionable tasks, allowing management to monitor and measure performance, within an organisation's corporate governance context.

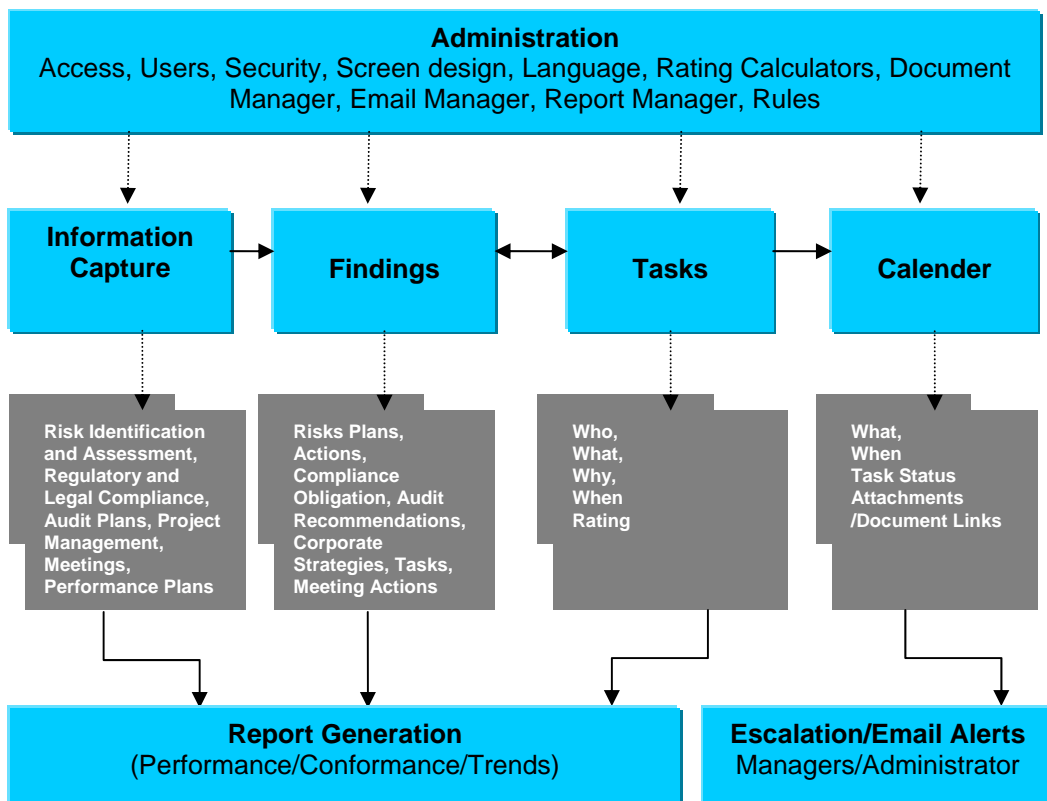


How I.R.I.S is structured

I.R.I.S is an extremely flexible package that can be configured by users to fully support and simplify an organisation's governance framework. I.R.I.S works on the simple principles that:

- Administrators set the fields that users can use and control the system within their governance framework, including all necessary organisational structure information.
- Information regarding business risk, strategy, obligations, structures and accountability may be captured either through user configured forms and questionnaires or by linking or attaching documents. Forms may include incident reports, meeting action lists or new ideas. Compliance questionnaires may be generated to facilitate and demonstrate adequate levels of enquiry. Documents may include internal policies, legislation and other documented obligations.
- For any obligations, strategies, risk mitigations, incidents, compliance obligations etc a task can be created or a link can be established to an existing task.
- Tasks are then monitored through to completion through alerts, reports and filtered user views.

The I.R.I.S Structure is as follows.



Task Management

Task management is central to the I.R.I.S software. A task may, depending on clients requirements:

- Be linked to one or many findings or be created in isolation of a finding (event)
- Include attachments or links to documents such as Standard Operation Procedures, Minutes of Board Meetings, Legal and Regulatory requirements and strategic plans.
- Include task status as determined by the client ie Completed, In Progress, Partial Compliance
- Be set as an ongoing recurring action to monitor
- Include a task criticality rating
- Enforce escalation based on criticality
- Include master and delegate tasks which allow for the one task to be allocated to many sites/positions across the organisation. A master task is not complete until all delegates have completed their tasks.
- Be cloned to reduce data entry
- Include tasks within a task such as eg. checklists.
- Include a full audit trail including a history of all task actions
- Be established as a dormant task that requires a future event to trigger activation. Eg. Business Continuity Management

To allow adequate levels of organisational stewardship, task responsibility can easily be reallocated should there be a restructure, staff changes or reallocation of responsibilities.

Findings (Events)

I.R.I.S has two modules, for the registration of findings (events). These are the Risk Management and the Forms/Survey modules.

Risk Management

The I.R.I.S Risk Management module fully complies with AS/NZS 4360:2004 and can be configured by the client to manage risk in accordance with their organisation's risk management framework.

Features of the Risk Management Module include:

- Ability to set field names to the risk language adopted by the organisation
- An option to manage risk on an inherent and/ or residual risk basis with the ability to assess residual risk by either control effectiveness or likelihood/consequence.

- Ability to calculate risk rankings by addition, multiplication, conditions or detailed mathematical formula with an option for a risk target
- Full risk classification system which allows for the allocation of disciplines and categories as defined by the organisation.
- Ability to allocate risk triggers and warnings depending on level of risk rating.
- Ability to create tasks or link existing tasks.
- Includes master and delegate risks which gives an organisation the ability to corporately establish a risk and then delegate it across the organisation.

As a provider of risk management software to a diverse client base, Periscope is cognisant of the wide range of frameworks, all compliant with AS/NZS 4360:2004, in place to manage risk within an individual organisation's context.

To date, Periscope has not encountered a Risk Framework that cannot be managed through I.R.I.S.

For clients, this means there will be no need for the organisation to compromise its risk management standards to suit system constraints or be exposed to additional costs to reprogram the software.

Forms Management

I.R.I.S is delivered with a user configurable forms management/survey module. The forms management module allows the client to simply and efficiently create flexible forms (no programming required) that follow workflows along specified decision trees.

Data captured can be immediately exported to an this data can be exported to Microsoft Excel's. In essence, for simple forms, a form can be created, data entered into the form and the data exported from the form to an xls spreadsheet within a working day.

Most importantly, forms can be used to replace locally managed databases, spreadsheets and paper records enabling organisations to capture, monitor and analyse critical information and where necessary manage actions through linked tasks.

Current examples of forms being used by Periscope clients include:

- Incident Reporting,
- Compliance monitoring,
- Project Management,
- Audit Reports,
- FOI Workflow and Issue/Error logging.

Data from forms can be exported to an Excel spreadsheet for instant internal analysis using Microsoft Excel's formulas and reported using common Microsoft graphical tools.

Using Crystal Reports, Periscope can replicate the report as part of the integrated reporting outputs.

As an enabling tool forms facilitates the capture of information – such as compliance obligations or event triggers – which require a task to be created, implemented and monitored. This powerful feature links tasks to the event source providing a context for managers and staff to plan and action their allocated tasks.

Key features of the forms module are:

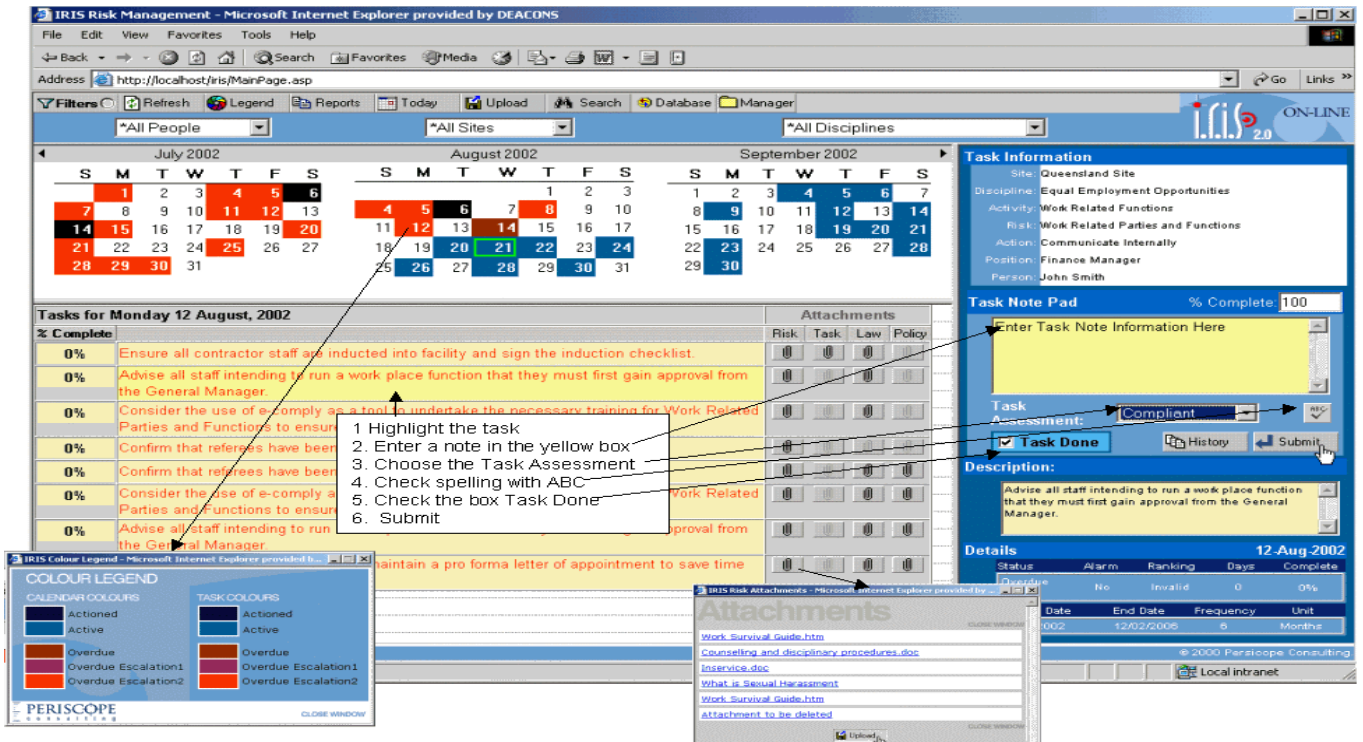
- Ability to set up forms without the need for software programmers.
- Decisions trees to guide users to predefined questions, messages, alerts, data fields and tasks.
- Ability to secure sections of the form so confidential and sensitive information is protected.
- Options to include risk tables in the form.
- Ability to allocate triggers and warnings depending on level of criticality.
- Ability to create a task(s) or link to an existing task(s).
- Access through either an I.R.I.S login or a URL shortcut/link allowing anyone with internet access to enter data into the form.

A simple form may take as little as an hour to create with the more complex forms around a day. Other applications that have been considered are customer complaint/feedback forms, insurance claim forms and incident notification forms, gift declarations and whistleblower reporting.

Calender

The I.R.I.S calendar is the primary user interface. The calendar tells the user what needs to be done (task), by when and the current status of a task.

The calendar is configured to highlight the task status through the use of colour. The following screen shot shows the I.R.I.S Calender with Pop Up legend. Colours and status are set to the clients requirements by the system administrator.



Critical to a database is the ability to sort and to extract data. I.R.I.S.'s extensive filters can be applied to Risks, Tasks, Forms and Calendar functions. By applying filters (within user security profiles) the display of tasks can be restricted so users receive a precise list of tasks relevant to their work or position.

The email alert/notification is configured by the system administrator to deliver messages in the language that meets the organisations cultural expectations, scheduled in accordance with predefined rules for notification and escalation.

Administration

Due to the flexibility of I.R.I.S, the software has extensive administration functionality. It is within the administration function that the following functions are carried out.

- Global settings to control corporately how the system will look, feel and respond
- Security profiles to control a how the system will look, feel and respond to groups and/or individual positions
- Task Settings to configure task functionality
- Risk Settings to configure risk functionality
- Form/Survey creation
- Email templates and protocols for alerts
- Attachment explorer to manger document attachments and links

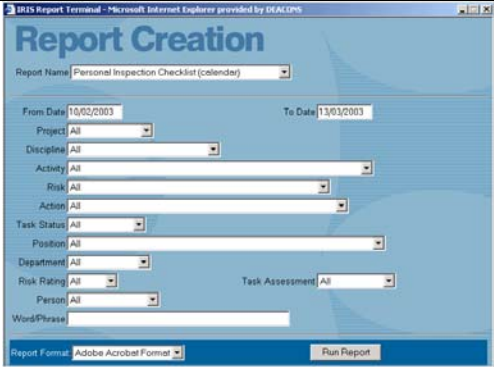
Many of the configuration options are simply an “on” or “off” option providing the ability to either scale functionality up or down depending on the maturity of an organisations management processes.

Reporting

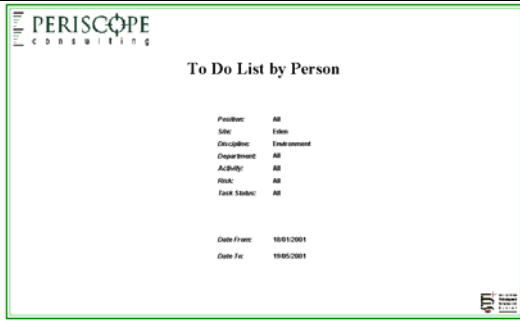
I.R.I.S has the capability to generate meaningful management reports based on fields selected, through standard filters, from the database. Reports may be detailed action lists, higher level statistical performance or trend reports. There is almost no limit to the variety of reports that I.R.I.S can generate.

Should it not be possible to produce a report in the required format, the software, as previously mentioned, has an export function, which allows the user to export data directly to Microsoft Excel and format using Microsoft tools. When the client is satisfied with the reporting format, Periscope can replicate the report within I.R.I.S.

An example of the report filters for the Task Description Report is as follows.

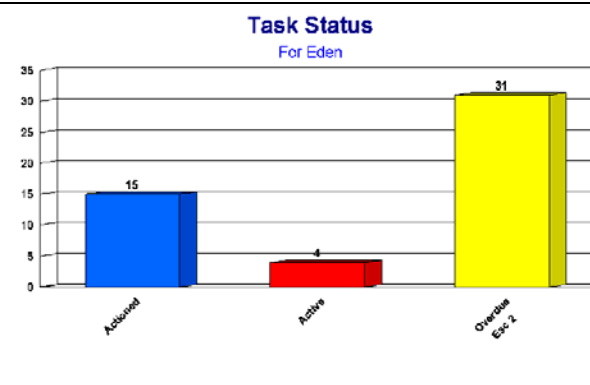


Report Creation
 Report Name: Personal Inspection Checklist (calendar)
 From Date: 10/02/2003 To Date: 13/03/2003
 Project: All
 Discipline: All
 Activity: All
 Risk: All
 Action: All
 Task Status: All
 Position: All
 Department: All
 Risk Rating: All Task Assessment: All
 Person: All
 Word/Phrase:
 Report Format: Adobe Acrobat Format
 Run Report



To Do List by Person
 Site: Eden
 Date From: 10/01/2001
 Date To: 10/05/2001

Date	Task	Status	Activity	Risk	Rating	Discipline
30-Jan-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment
30-Jan-01	Site visit each month at 1 Lullah street	Active	Bridge Construction	Contaminated Soil Management	Medium	Environment
13-Feb-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment
27-Feb-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment
27-Feb-01	Provide training to the staff of Eden to the equipment for Task Site and Chemicals as a quarterly item	Active	Operation of Plant and Equipment	Fuels, Oils and Chemicals Management	High	Environment
23-Mar-01	Site visit each month at 1 Lullah street	Active	Bridge Construction	Contaminated Soil Management	Medium	Environment
13-Mar-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment
27-May-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment
2-Apr-01	Site visit each month at 1 Lullah street	Active	Bridge Construction	Contaminated Soil Management	Medium	Environment
10-Apr-01	Undertake measurement of water quality upstream from Bray affected site for three months	Active	Bridge Construction	Water pollution from Storm & Chemical Runoff	Medium	Environment



Task Status For Eden

Task Status	Number of Tasks
Abandoned	15
Active	5
Overdue Exp 2	31

Examples of reports can be found at www.periscopeconsulting.com.au.

Why I.R.I.S?

I.R.I.S:

- Is a truly **web enabled system** that provides full Internet functionality - even to remote sites running on 56K modems.
- Is **cost effective** because it is user-friendly and there are no hidden costs such as additional IT infrastructure.
- Is a truly **multidisciplinary** tool, covering disciplines such as Business, Operational, Regulatory, OH&S and Environmental Management.
- It is **scalable** to satisfy small to large organisations and has the ability to grow with the maturity of an organisation.
- Has a **corporate memory** by efficiently linking data and task information so that these links are not lost when an employee leaves.
- Is an intelligent **task calendar** with warnings for due dates, overdue dates and the tasks that have been allocated to individuals.
- Powerful **search** capability to quickly filter for relevant information.
- Has **configurable Email**, so employees and managers **understand** the how, what, where, when and why of a task. Because the Email is configured by the Administrator, the email is in a format and language that meets the organisation's cultural expectations.
- Tracks and **reports** performance so management knows what has been done and what is outstanding.
- Has a **customised field renaming** capability to ensure that organisational **culture** and **language** are preserved.
- Produces a range of convenient reports with an almost infinite selection process, moreover, these reports can be customised to meet the Client's specific needs.
- Can be **customised** to meet client needs.
- Operates on a secure SSL 128 bit encrypted line.
- Has **Master and Delegate** Tasks/Risk which enable managers to centrally control specific Tasks/Risks that are delegated throughout an organisation or that may transcend strategic, operational and program risks.
- Provides complete operability for Clients to **construct on-line surveys, questionnaires** and **forms** where data is captured directly into the I.R.I.S database for corporate analysis, task management and flexible reporting.
- Controls access through the allocation of **Security Profiles**.