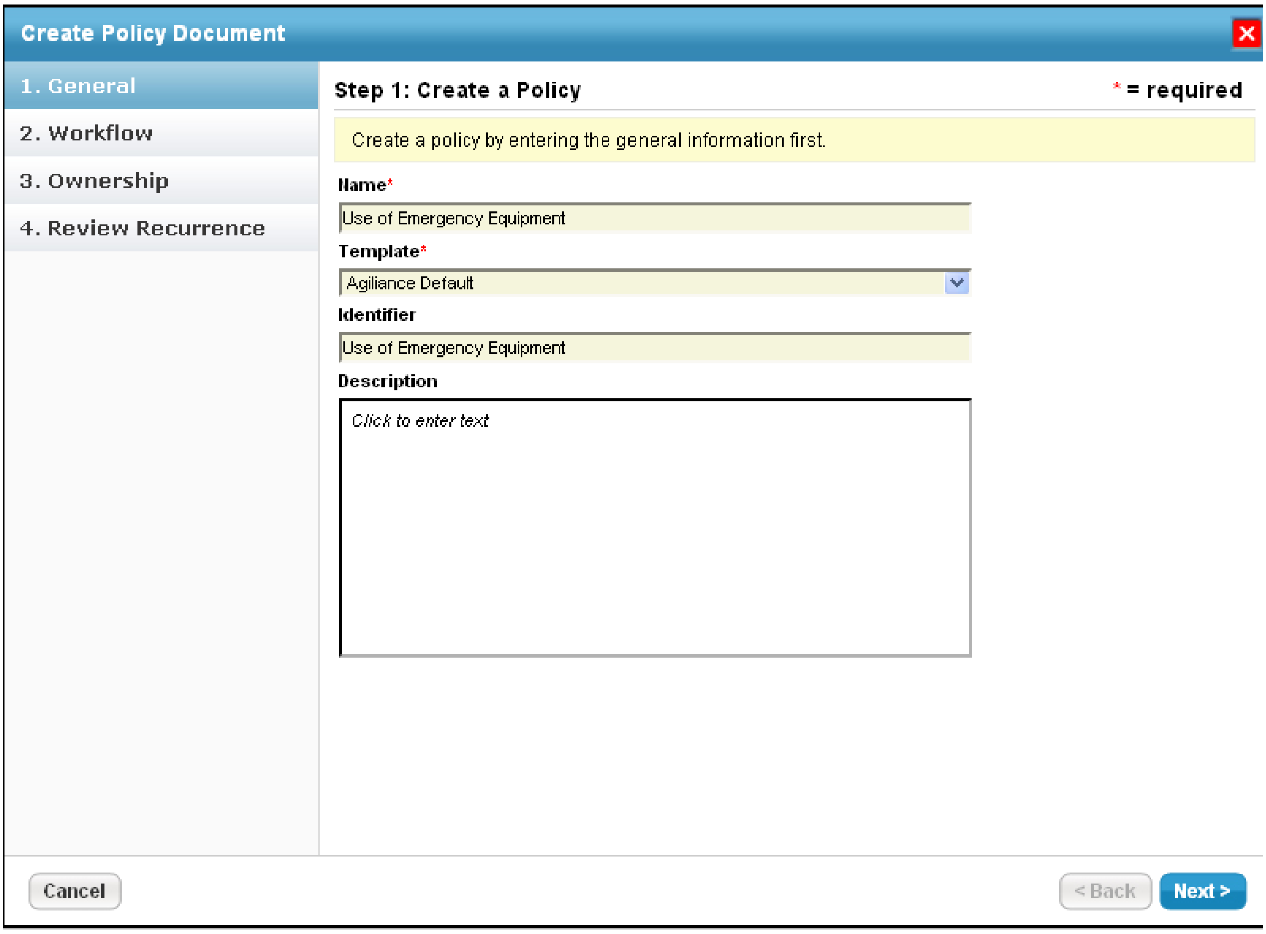
Creating A New Policy

The RiskVision solution provides organization content, including templates, that helps create policies that you can tailor to your organization's individual needs. You can also create policies from scratch and import existing policy documents. In order to perform these operations, you should have the Policy View and Policy Author permissions. Users with Policy Manage permission can also create a new policy.

To create a new policy, select the destination policy group in the Organization Content tree, and click New. Policies can also be created under content packs or control groups.

The **Create a Policy Document** wizard includes the following steps:

- General
- Workflow
- Ownership
- Review Recurrence



General

Enter a name, identifier and description for the new policy and choose a Policy Template that will define the initial structure of sections and subsections for the new policy.

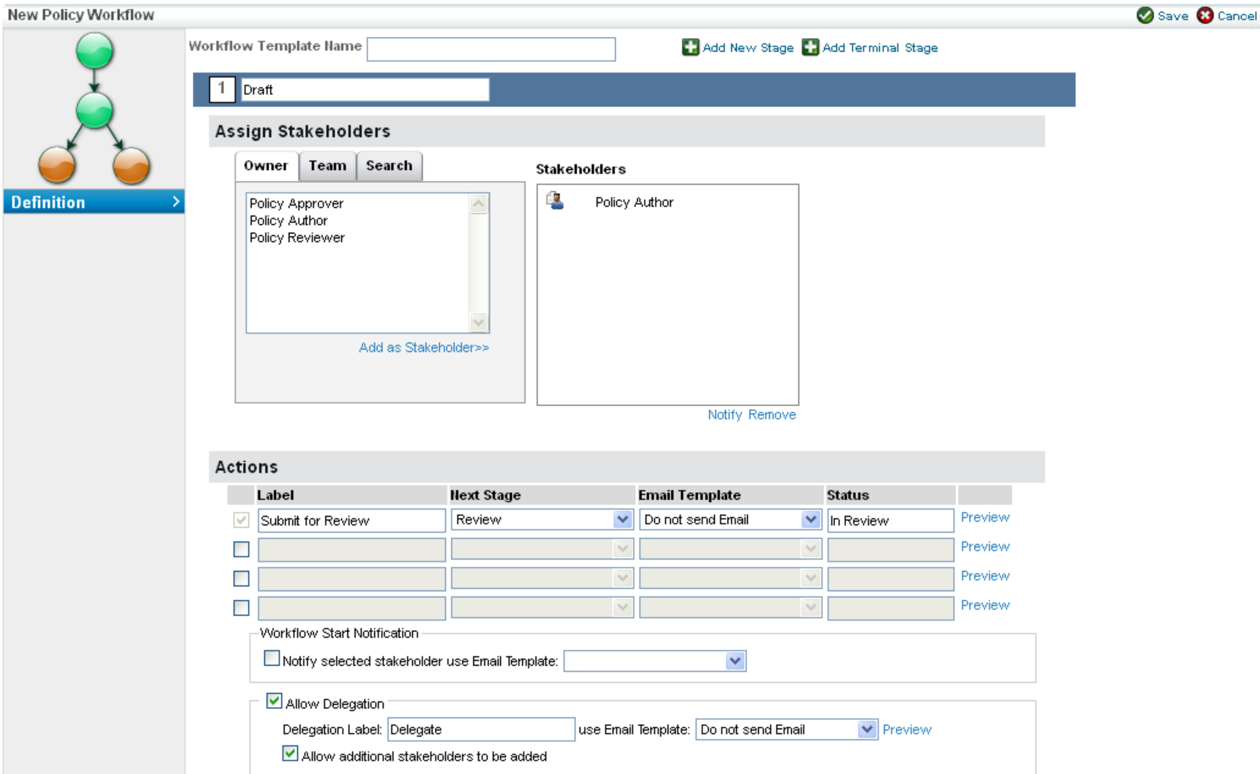
Workflow

Workflow is optional for policies. You can create a policy without workflow, or associate a workflow with a policy later.

To apply a workflow to a policy, select an existing Workflow Template, or click Create a new template. The wizard displays the workflow stages (such as Draft, Review, Approval, Deploy) from the template for your review.

Creating a New Policy Workflow Template

When you create a new policy workflow template, you can identify a number of stages and a set of stakeholders for each stage. Stakeholders can include specific users, policy roles (such as Policy Approver or Policy Author), or teams.



For more information, see About Policy Workflow .

Ownership

The user creating the policy is the primary owner, by default, but you can choose another user to be the primary owner. To add additional owners, click Add Owners. The wizard displays the list of all owners for your review. Primary owners are the stakeholders who will receive notifications when the policy enters a particular stage.

Review Recurrence

Policies are often re-evaluated on a regular basis. Specify how often the policy is to be reviewed (for example, Never, Monthly, Quarterly, and so on).

Select the Notification E-mail Template from the pull down menu to be used to remind policy owners of the need to re-evaluate the policy.