

# Import Content from Excel

While it is possible to [create a content pack](#) within RiskVision through the user interface, this can be a time-consuming process depending on the quantity of controls and subcontrols. To save time, users can import their own content packs into RiskVision using the Excel Content Pack Import Template.

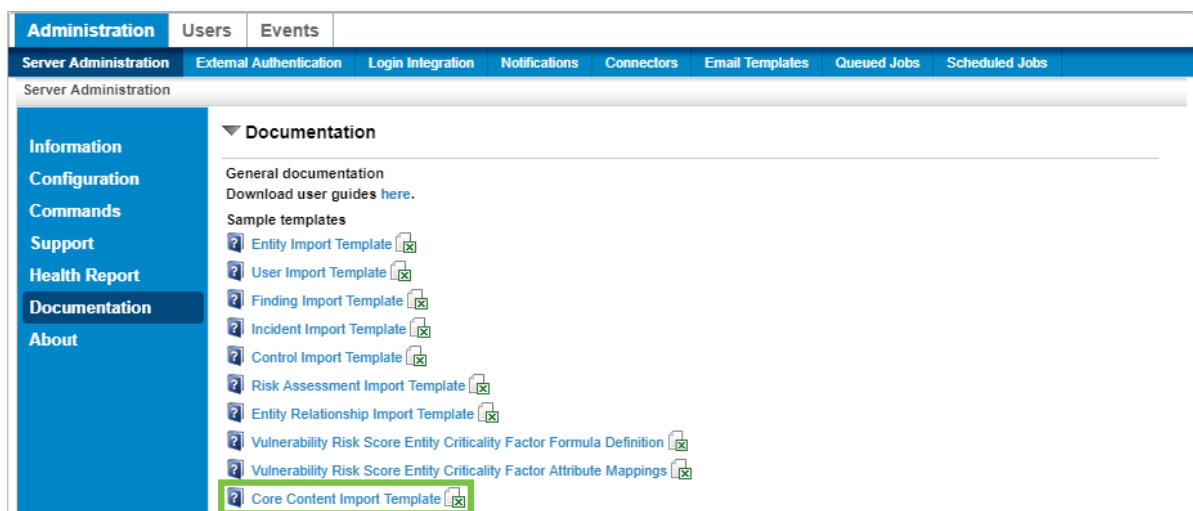
It is important to note that the content imported using this template must conform to the following structure:

- Content Pack
- Control Objective
- Control
- Subcontrol

If the imported content has a different structure, you may be able to change the content's structure after importing it. For example, control objectives can be changed to control groups by selecting the control objective in RiskVision and clicking the **Promote to Group** button.

## To import a content pack:

1. Navigate to the **Administration** application.
2. Click **Documentation** on the left side of the screen.
3. Click **Core Content Import Template** to download the import template.



*The Core Content Import Template on the Documentation page.*

4. Open the import template.
5. To create the content pack:
  - a. Navigate to the **Authority Document** tab of the workbook.
  - b. Enter the content pack's identifying code under **External Ref ID**. Users can enter an alphanumeric

string including spaces and capitals with no character limit.

- c. Enter the content pack's name under **Name**.
- d. **Optional:** Enter a description for the content pack under **Description**.
- e. Leave the space under **Library Workflow** blank.

1	Object Type ID				
2	Authority Document				
3					Library Workflow
4	External Ref ID	Name	Description		Authority Document
5	COBIT5	COBIT 5			
6					
7					
8					
9					
10					
11					
12					
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14					
15					
16					
17					

*The Authority Document spreadsheet.*

6. To create the control objectives:

- a. Navigate to the **Category** tab of the workbook.
- b. Enter each control objective's identifying code under **External Ref ID**. Users can enter an alphanumeric string including spaces and capitals with no character limit.
- c. Enter the name of each control group under **Name**.
- d. **Optional:** Enter a description for each control group under **Description**.
- e. **Optional:** Enter the area each control group pertains to under **Area**.
- f. Leave the space under **Library Workflow** blank.

1	Object Type ID				
2	Category				
3				Area	Library Workflow
4	External Ref ID	Name	Description		Category
5	EDM	Evaluate, Direct and Monitor		Governance	
6	APO	Align, Plan and Organise		Management	
7	BAI	Build, Acquire and Implement		Management	
8	DSS	Deliver, Service and Support		Management	
9	MEA	Monitor, Evaluate and Assess		Management	
10					

*The Category spreadsheet.*

7. To map control objectives to the content pack:

- a. Navigate to the **AD - Category** tab of the workbook.
- b. Enter the content pack's identifying code from step 5b under **OB1 Ext Ref ID**. Repeat this step as many times as there are control objectives to be mapped to the content pack. For example, if the content pack has five control objectives, enter the ref ID five times.

- c. **Optional:** Enter the name of the content pack under **Object Name** in column B. This is for user reference only.
- d. Enter the identifying code for each control objective from step 6b under **OB2 Ext Ref ID**.
- e. **Optional:** Enter the name of each control objective under **Object Name** in column D. This is for user reference only.

	A	B	C	D	E
1	Relationship ID	Object Type ID	Object Type ID		
2	AuthorityDoc-Category	Authority Document	Category		
3	Authority Document	(optional)	Category	(optional)	
4	OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name	
5	COBIT5	COBIT 5	EDM	Evaluate, Direct and Monitor	
6	COBIT5	COBIT 5	APO	Align, Plan and Organise	
7	COBIT5	COBIT 5	BAI	Build, Acquire and Implement	
8	COBIT5	COBIT 5	DSS	Deliver, Service and Support	
9	COBIT5	COBIT 5	MEA	Monitor, Evaluate and Assess	
10					

The AD - Category spreadsheet.

8. To create controls:

- a. Navigate to the **Sub-Category** tab of the workbook.
- b. Enter each control's identifying code under **External Ref ID**. Users can enter an alphanumeric string including spaces and capitals with no character limit.
- c. Enter the name of each control under **Name**.
- d. **Optional:** Enter a description of each control under **Description**.
- e. **Optional:** Enter the **Purpose Statement**, **IT-Related Goal**, and **Process Goal** of each control under the appropriate column. The content of these fields will appear under the Sub-Category's description field in RiskVision.
- f. Leave the remaining columns blank.

	A	B	C	D	E	F
1	Object Type ID					
2	Sub-Category					
3				Purpose Statement	IT-Related Goal	Process Goal
4	External Ref ID	Name	Description			
5	EDM01	Ensure Governance Framework	Analyse and articulate the requirements for the governa	Provide a consistent approach integrated and	01 Alignment of IT and business strategy	Rela 1. Strategic decision-making model for IT is
6	EDM02	Ensure Benefits Delivery	Optimise the value contribution to the business from the	Secure optimal value from IT-enabled initiat	01 Alignment of IT and business strategy	Rela 1. The enterprise is securing optimal value
7	EDM03	Ensure Risk Optimisation	Ensure that the enterprise's risk appetite and tolerance	Ensure that IT-related enterprise risk does not	04 Managed IT-related business risk	Rela 1. Risk thresholds are defined and commu
8	EDM04	Ensure Resource Optimisation	Ensure that adequate and sufficient IT-related capabiliti	Ensure that the resource needs of the enterpr	09 IT agility	Related Metrics: Level of satisfact 1. The resource needs of the enterprise are
9	EDM05	Ensure Stakeholder Transparency	Ensure that enterprise IT performance and conformance	Make sure that the communication to stakeh	03 Commitment of executive management	1. Stakeholder reporting is in line with stak
10	AP001	Manage the IT Management Fram	Clarify and maintain the governance of enterprise IT mis	Provide a consistent management approach	01 Alignment of IT and business strategy	Rela 1. An effective set of policies is defined and
11	AP002	Manage Strategy	Provide a holistic view of the current business and IT em	Align strategic IT plans with business object	01 Alignment of IT and business strategy	Rela 1. All aspects of the IT strategy are aligned
12	AP003	Manage Enterprise Architecture	Establish a common architecture consisting of business p	Represent the different building blocks that	01 Alignment of IT and business strategy	Rela 1. The architecture and standards are effect
13	AP004	Manage Innovation	Maintain an awareness of information technology and re	Achieve competitive advantage, business inr	05 Realised benefits from IT-enabled investm	1. Enterprise value is created through the c
14	AP005	Manage Portfolio	Execute the strategic direction set for investments in I	Optimise the performance of the overall por	01 Alignment of IT and business strategy	Rela 1. An appropriate investment mix is define
15	AP006	Manage Budget and Costs	Manage the IT-related financial activities in both the bus	Foster partnership between IT and enterpris	05 Realised benefits from IT-enabled investm	1. A transparent and complete budget for IT
16	AP007	Manage Human Resources	Provide a structured approach to ensure optimal structu	Optimise human resources capabilities to me	01 Alignment of IT and business strategy	Rela 1. The IT organisational structure and relati
17	AP008	Manage Relationships	Manage the relationship between the business and IT in	Create improved outcomes, increased confic	01 Alignment of IT and business strategy	Rela 1. Business strategies, plans and requirem
18	AP009	Manage Service Agreements	Align IT-enabled services and service levels with enterpr	Ensure that IT services and service levels me	07 Delivery of IT services in line with busines	1. The enterprise can effectively utilise IT si
19	AP010	Manage Suppliers	Manage IT-related services provided by all types of supp	Minimise the risk associated with non-perfor	04 Managed IT-related business risk	Related 1. Suppliers perform as agreed. Related Me
20	AP011	Manage Quality	Define and communicate quality requirements in all pro	Ensure consistent delivery of solutions and s	05 Realised benefits from IT-enabled investm	1. Stakeholders are satisfied with the qualir
21	AP012	Manage Risk	Continually identify, assess and reduce IT-related risk	Integrate the management of IT-related ente	02 IT compliance and support for business	co 1. IT-related risk is identified, analysed, ma
22	AP013	Manage Security	Define, operate and monitor a system for information se	Keep the impact and occurrence of informati	02 IT compliance and support for business	co 1. A system is in place that considers and ei
23	BAI01	Manage Programmes and Projects	Manage all programmes and projects from the investme	Realise business benefits and reduce the risk	01 Alignment of IT and business strategy	Rela 1. Relevant stakeholders are engaged in th

The Sub-Category spreadsheet.

9. To map controls to control objectives:

- a. Navigate to the **C - Sub-Category** tab of the workbook.
- b. Enter the identifying code for each control objective from step 6b under **OB1 Ext Ref ID**. Make a copy of each ID for every control being mapped to the control objective. For example, if the EDM objective

contains five controls, enter EDM five times in the column.

- c. **Optional:** Enter the name of the control objective under **Object Name** in column B. This is for user reference only.
- d. Enter the identifying code for each control from step 8b under **OB2 Ext Ref ID**. Ensure each control is in the same row as its corresponding control objective.
- e. **Optional:** Enter the name of the control under **Object Name** in column D. This is for user reference only.

	A	B	C	D	E	F
1	Relationship ID	Object Type ID	Object Type ID			
2	Category-SubCategory	Category	SubCategory			
3	Category	(optional)	Sub-Category	(optional)		
4	OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name		
5	EDM	Evaluate, Direct and Monitor	EDM01	Ensure Governance Framework Setting and Maintenance		
6	EDM	Evaluate, Direct and Monitor	EDM02	Ensure Benefits Delivery		
7	EDM	Evaluate, Direct and Monitor	EDM03	Ensure Risk Optimisation		
8	EDM	Evaluate, Direct and Monitor	EDM04	Ensure Resource Optimisation		
9	EDM	Evaluate, Direct and Monitor	EDM05	Ensure Stakeholder Transparency		
10	APO	Align, Plan and Organise	APO01	Manage the IT Management Framework		
11	APO	Align, Plan and Organise	APO02	Manage Strategy		
12	APO	Align, Plan and Organise	APO03	Manage Enterprise Architecture		
13	APO	Align, Plan and Organise	APO04	Manage Innovation		
14	APO	Align, Plan and Organise	APO05	Manage Portfolio		
15	APO	Align, Plan and Organise	APO06	Manage Budget and Costs		
16	APO	Align, Plan and Organise	APO07	Manage Human Resources		
17	APO	Align, Plan and Organise	APO08	Manage Relationships		
18	APO	Align, Plan and Organise	APO09	Manage Service Agreements		
19	APO	Align, Plan and Organise	APO10	Manage Suppliers		
20	APO	Align, Plan and Organise	APO11	Manage Quality		
21	APO	Align, Plan and Organise	APO12	Manage Risk		
22	APO	Align, Plan and Organise	APO13	Manage Security		
23	BAI	Build, Acquire and Implement	BAI01	Manage Programmes and Projects		
24	BAI	Build, Acquire and Implement	BAI02	Manage Requirements Definition		

*The C - Sub-Category spreadsheet.*

10. To create subcontrols:

- a. Navigate to the **Citation** tab of the workbook.
- b. Enter each subcontrol's identifying code under **External Ref ID**. Users can enter an alphanumeric string including spaces and capitals with no character limit.
- c. Enter the name of each subcontrol under **Name**.
- d. **Optional:** Enter the description of each subcontrol under **Description**.
- e. **Optional:** Enter the activities to be performed by each subcontrol under **Activity**. The content of these fields will appear under the subcontrol's description field in RiskVision.
- f. Leave the remaining columns blank.

Object Type ID	Name	Description	Activity	Action	Control Effectiveness	Control Enhancements	Guidance
External Ref ID	Name	Description	Activity	ACTION	CONTROLEFF	CONTROLENH	GUIDANCE
EDM01.01	Evaluate the governance system.	Continually identify and engage with the enterprise's st...	1. Analyse and identify the internal and external environmental factors (legal, regulatory and contractual obligations) and trends in the				
EDM01.02	Direct the governance system.	Inform leaders and obtain their support, buy-in and com...	1. Communicate governance of IT principles and agree with executive management on the way to establish informed and committed				
EDM01.03	Monitor the governance system.	Monitor the effectiveness and performance of the enter...	1. Assess the effectiveness and performance of those stakeholders given delegated responsibility and authority for governance of en				
EDM02.01	Evaluate value optimisation.	Continually evaluate the portfolio of IT-enabled investm...	1. Understand stakeholder requirements; strategic IT issues, such as dependence on IT; and technology insights and capabilities regard				
EDM02.02	Direct value optimisation.	Direct value management principles and practices to eni...	1. Define and communicate portfolio and investment types, categories, criteria and relative weightings to the criteria to allow for ove				
EDM02.03	Monitor value optimisation.	Monitor the key goals and metrics to determine the exte...	1. Define a balanced set of performance objectives, metrics, targets and benchmarks. Metrics should cover activity and outcome meas				
EDM03.01	Evaluate risk management.	Continually examine and make judgement on the effect...	1. Determine the level of IT-related risk that the enterprise is willing to take to meet its objectives (risk appetite).2. Evaluate and appl				
EDM03.02	Direct risk management.	Direct the establishment of risk management practices...	1. Promote an IT risk-aware culture and empower the enterprise to proactively identify IT risk, opportunity and potential business imp				
EDM03.03	Monitor risk management.	Monitor the key goals and metrics of the risk managem...	1. Monitor the extent to which the risk profile is managed within the risk appetite thresholds.2. Monitor key goals and metrics of risk,				
EDM04.01	Evaluate resource management.	Continually examine and make judgement on the current...	1. Examine and make judgement on the current and future strategy, options for providing IT resources, and developing capabilities to				
EDM04.02	Direct resource management.	Ensure the adoption of resource management principles...	1. Communicate and drive the adoption of the resource management strategies, principles, and agreed-on resource plan and enterpr				
EDM04.03	Monitor resource management.	Monitor the key goals and metrics of the resource manag...	1. Monitor the allocation and optimisation of resources in accordance with enterprise objectives and priorities using agreed-on goals e				
EDM05.01	Evaluate stakeholder reporting re	Continually examine and make judgement on the current...	1. Examine and make a judgement on the current and future mandatory reporting requirements relating to the use of IT within the en				
EDM05.02	Direct stakeholder communication	Ensure the establishment of effective stakeholder comm...	1. Direct the establishment of the communication strategy for external and internal stakeholders.2. Direct the implementation of ma				
EDM05.03	Monitor stakeholder communication	Monitor the effectiveness of stakeholder communication...	1. Periodically assess the effectiveness of the mechanisms for ensuring the accuracy and reliability of mandatory reporting.2. Periodic				
AP001.01	Define the organisational structur	Establish an internal and extended organisational struct...	1. Define the scope, internal and external functions, internal and external roles, and capabilities and decision rights required, includi				
AP001.02	Establish roles and responsibilities	Establish, agree on and communicate roles and responsi...	1. Establish, agree on and communicate IT-related roles and responsibilities for all personnel in the enterprise, in alignment with bus				
AP001.03	Maintain the enablers of the man	Maintain the enablers of the management system and c...	1. Obtain an understanding of the enterprise vision, direction and strategy.2. Consider the enterprise's internal environment, includi				

The Citation spreadsheet.

11. To map subcontrols to controls:

- Navigate to the **SC - Citation** tab of the workbook.
- Enter the identifying code for each control from step 8b under **OB1 Ext Ref ID**. Make a copy of each ID for every sub-control being mapped to the control. For example, if EDM01 has three sub-controls, enter EDM01 three times in the column.
- Optional:** Enter the name of the control under **Object Name** in column B. This is for user reference only.
- Enter the identifying code for each subcontrol from step 10b under **OB2 Ext Ref ID**. Ensure each subcontrol is in the same row as its corresponding control.
- Optional:** Enter the name of each subcontrol under **Object Name** in column D. This is for user reference only.

Relationship ID	Object Type ID	Object Type ID	
Sub-Category	Sub-Category	Citation	
Sub-Category	(optional)	(optional)	
OB1 Ext Ref ID	Object Name	OB2 Ext Ref ID	Object Name
EDM01	Ensure Governance Framework Setting and M	EDM01.01	Evaluate the governance system.
EDM01	Ensure Governance Framework Setting and M	EDM01.02	Direct the governance system.
EDM01	Ensure Governance Framework Setting and M	EDM01.03	Monitor the governance system.
EDM02	Ensure Benefits Delivery	EDM02.01	Evaluate value optimisation.
EDM02	Ensure Benefits Delivery	EDM02.02	Direct value optimisation.
EDM02	Ensure Benefits Delivery	EDM02.03	Monitor value optimisation.
EDM03	Ensure Risk Optimisation	EDM03.01	Evaluate risk management.
EDM03	Ensure Risk Optimisation	EDM03.02	Direct risk management.
EDM03	Ensure Risk Optimisation	EDM03.03	Monitor risk management.
EDM04	Ensure Resource Optimisation	EDM04.01	Evaluate resource management.
EDM04	Ensure Resource Optimisation	EDM04.02	Direct resource management.
EDM04	Ensure Resource Optimisation	EDM04.03	Monitor resource management.
EDM05	Ensure Stakeholder Transparency	EDM05.01	Evaluate stakeholder reporting requirements.
EDM05	Ensure Stakeholder Transparency	EDM05.02	Direct stakeholder communication and reporting.
EDM05	Ensure Stakeholder Transparency	EDM05.03	Monitor stakeholder communication.
AP001	Manage the IT Management Framework	AP001.01	Define the organisational structure.
AP001	Manage the IT Management Framework	AP001.02	Establish roles and responsibilities.
AP001	Manage the IT Management Framework	AP001.03	Maintain the enablers of the management system.
AP001	Manage the IT Management Framework	AP001.04	Communicate management objectives and direction.
AP001	Manage the IT Management Framework	AP001.05	Optimise the placement of the IT function.

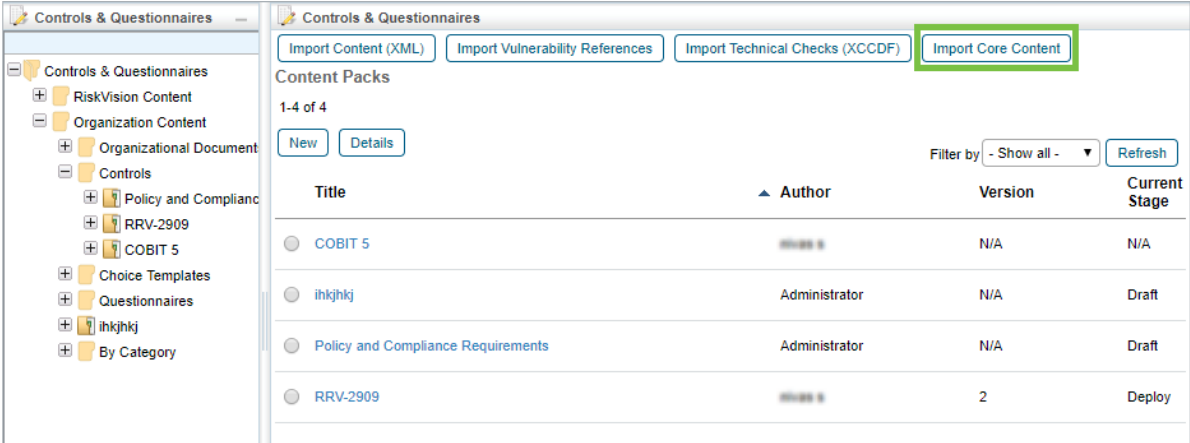
The SC - Citation spreadsheet.

12. Navigate to the `server\config\agilance.properties` file and place the following property:

```
ui.import.coreContent=true
```

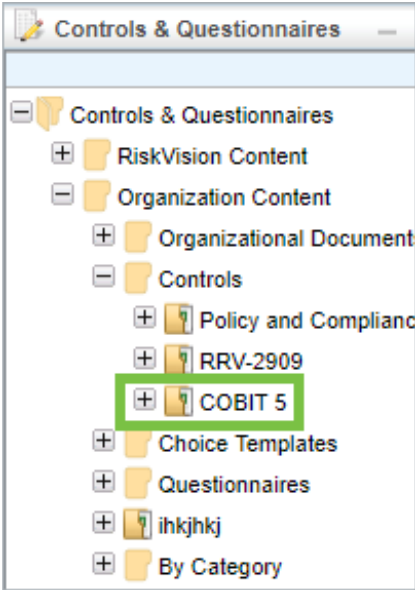
Skip step 12 if the property has already been placed in the file.

- 13. In RiskVision, navigate to **Content > Controls and Questionnaires**.
- 14. Click **Import Core Content**.



The Import Core Content button.

- 15. The imported content pack can be accessed under **Organization Content > Controls** in the tree view.



The newly imported content pack.