Landing Page

Key Message

The Landing Page gives all users that impact your process, the visibility to work efficiently, and the ability to access the data that is relevant to them. Widgets, tasks, comments, and dashboards provide line of sight into what is in your area of responsibility. This guarantees **real-time data** allowing you to make quick, confident business decisions, spend **more time advising the business** and less time tracking down information.

Discussion Points:

- Easy to **create and manage dashboards when needed (no need to wait on IT or customer service);**
- Standard boards by role or customize;
- **Drill down into the data;**
  - Open report or dashboard.
- **Reports and dashboards are pulling from a core data set (one single source of truth)** - always up to date;
- No need to manually refresh or add in data in order to update;
- **Easily build personalized dashboard views** that are role-based.

Policy Overview Dashboard

Key Message

The Workiva Platform is t**he only policy management platform that allows users to combine policies with relevant data about the policies into a single platform environment.** Whereas competing solutions simply act as a repository, Workiva allows for **the entire policy lifecycle**, from drafting and maintenance, to review and approval, to distribution and consumption, to be managed s**eamlessly in a connected end-to-end environment.** Workiva patented linking capabilities and multi-solution offerings allow for **effortless data consistency** within policies, across the policy universe, and throughout adjacent work-streams such as Internal Controls Management, Audit and Enterprise Risk Management.

Discussion Points:

- Open Policy Overview dashboard.
- **Policy lifecycle** is drafting and maintenance, review and approval, distribution and consumption
- Workiva solves historic challenges of **multiple collaborators**, **version control**, **data consistency**
- Workiva facilitates substantive analysis i.e. **do we have the right policies in place?**
- We can track metadata and details
- More data intensive process necessitates **structured organizational format** for data
  - **Real-time** charts, graphs, and dashboards
- View Policy Listing in Reports
- Policy library in one accessible view
  - Policies by preparer/owner
  - Current status
  - Policy grouping by user-defined category
- Reporting allows slice/dice of policy universe for analysis
  - Workflow key dates
  - Keyword tagging
  - Significance and status
- Undo group by Process, pivot row by Policy Owner, pivot column by Significance, count Policy (all values)
  - ◦ Answers question "How many policies is each owner responsible for, by significance?"

workiva

Menu Outline

Discussion Points:

- Easy to navigate throughout Workiva
  - Hover over left-hand outline
- **All of Workiva is pulling from one single source of truth** - always up to date
- **Personalized views** that are role-based for each user

workiva

Policy Record

Discussion Points:

- Discard custom view and link-to-focus to your policy
- This data links directly into policy document, eliminating the risk of inconsistent or outdated information for reporting purposes
- Can easily navigate from policy inventory to individual policy (via connected files)
  - All relevant details about the document in one view
  - Allows navigation directly to live editable policy document
  - Combine data about the policy and the policy into a single platform
    - Differentiates from alternative **solutions which act only as repositories**
  - Open Policy Name link properties panel
- Policy records in DB can be templatized by type
  - Show Policy Type drop down
- Policy record layouts are flexible, tailored to customer during implementation
- Ability to map policies to locations, relevant processes, controls, and even show what audit they are reviewed in (*unique differentiator*)
  - Allows for powerful interdepartmental collaboration, organization-wide visibility
  - Transparent links from policies to relevant examinations of policy compliance
  - Transcend silos between policy stakeholders who collaborate across managerial/reporting lines

workiva

Policy Record

Discussion Points:

- **Flexible implementation** e.g. mapping to BU or geography instead of location
- Other attributes lend to **useful dashboarding and reporting** outputs
  - Stakeholder
  - Key dates
  - Status
- When was the document last updated, who made the update, etc?
  - Frequency of review enables **visibility for overdue items**
  - Analysis of sufficiency of user engagement
  - **Platform-wide audit trail** enables independent data validation
  - **Assessment of criticality** enables prioritization, granularity of evaluating effectiveness
- Add and **map policies to relevant frameworks**
  - Regulatory - industry specific, insurance, banking, broker/dealers, etc.
  - Legal - foreign, domestic, and local statutory
- Map to multiple relevant frameworks
- Controls based - COSO, various cybersecurity frameworks

Policy Document

Discussion Points:

- Drill through link properties into your Policy document and open split screen with Policy Record
- Change Policy Name in database to demonstrate linking from db to docs
- Update Policy Description as well
- (**Optional**) Benefits of documents, depending on value to audience and prior to Workiva Platform familiarity
- Close split screen and move back to Policy data focus page

workiva

Reports

Discussion Points:

- Open the user-centric report: My Policies - Owner
- Flexible view to provide users **links to live relevant documents**
- Significant review dates, prior and upcoming
    - Demo example is view only - core team would be in control of changes
    - Alternatively we could affect a decentralized approach;
        - Policy owner self-updates & suggested edit mode
- **(Optional)** *show* certifications. **Do** at least discuss that we drive users in from them
- How we facilitate **validation of data**?
- What if the dates are wrong, how would we know?

workiva

IR Suite

Key Message

Workiva is a collaborative and connected platform for audit, risk and compliance.

Consolidated Reporting

- Consolidate reporting across relevant solutions for Leadership Meetings
  - Have open the Avikro Audit Committee Report presentation
    - Audit Finding - Risk Impact slide incorporates audit and risk info to tell a story of risk in the org
- One-stop shop for status across solutions

ERM

- Connected deliverables (heat maps) that automatically update as soon as risk assessment process is complete
- Personalized risk assessments
- And an ability to map risks to business processes, policies, and even leverage that data seamlessly for audit-purposes

Audit

- Manage your audit process all the way from planning to final reporting
- All audit programs created and managed in central location
- Ability to pull from a library of audit programs from AuditNet
- Automated dashboarding and reporting

SOX/Internal Controls

- Manage your Internal Controls process from scoping to final review and reporting
- All Internal Controls testing done right within the platform
- Automated dashboarding and reporting capabilities
- Ability to bring in External Auditors in a controlled way, if desired for reliance purposes

Policy

- Create, manage, and consume policy documents in a single, collaborative environment
- Ability to link in specific control or risk information, as needed
- Real time visibility into status of policy review/approval process
- Connectivity back to the risk, processes, and audits that may need to leverage or reference the policy

workiva