

NC-AI-001 Excel Import Instructions

Quick Import Guide

Method 1: Direct CSV Import

1. Open Microsoft Excel or Google Sheets
2. File → Import → Choose NC_AI_001_Risk_Register_Template.csv
3. Select delimiter: **Comma**
4. Import data starting at row 2 (first row is headers)

Method 2: Copy-Paste

1. Open NC_AI_001_Risk_Register_Template.csv in any text editor
2. Select all and copy (Cmd/Ctrl + A, then Cmd/Ctrl + C)
3. Open new Excel/Sheets document
4. Paste (Cmd/Ctrl + V)
5. Data → Text to Columns → Delimited → Comma

Column Descriptions

After import, you'll have these columns:

Column	Description	Fill In
Risk_ID	Unique identifier (pre-filled)	Keep as-is
Risk_Category	One of 8 categories	Keep as-is
Risk_Description	Brief risk description	Keep as-is
Example_Scenarios	Example situations	Keep as-is
Potential_Impacts	Possible consequences	Keep as-is
Impact_Scale	1-5 rating	You fill
Likelihood_Scale	1-5 rating	You fill
Risk_Score	Impact × Likelihood	Auto-calculate
Risk_Level	Based on score	Auto-calculate
Existing_Controls	Current mitigations	You fill
Planned_Controls	New mitigations	You fill
Control_Owner	Responsible person	You fill
Treatment_Target_Date	Deadline	You fill

Column	Description	Fill In
Status	Not Started/In Progress/Complete	You track
Notes	Additional information	You fill

Excel Formula for Auto-Calculations

Risk Score Formula

Add this formula to column H (Risk_Score):

```
=IF(F2="", "", F2*G2)
```

Risk Level Formula

Add this formula to column I (Risk_Level):

```
=IF(H2="", "", IF(H2>=20, "Extreme", IF(H2>=15, "High", IF(H2>=10, "Medium", If
```

Color Coding (Optional)

Apply conditional formatting:

Risk Level	Color	Formula
Extreme	Red	=I2="Extreme"
High	Orange	=I2="High"
Medium	Yellow	=I2="Medium"
Low	Green	=I2="Low"
Minimal	Light Gray	=I2="Minimal"

Recommended Excel Structure

Sheet 1: Risk Register

- All risk entries
- Auto-calculated scores and levels
- Full assessment data

Sheet 2: Risk Matrix

Create a 5x5 heat map showing: - Impact (1-5) on X axis - Likelihood (1-5) on Y axis - Risk counts in each cell

Sheet 3: Action Items

- Filtered view of risks requiring action
- Sorted by priority
- Track implementation progress

Sheet 4: Summary Dashboard

- Total risks by level
 - Counts by category
 - Completion percentages
 - Top 10 priorities
-

Import Troubleshooting

Common Issues

Problem: Data all in one column - **Solution:** Use Text to Columns wizard, select “Comma” delimiter

Problem: Special characters showing as weird symbols - **Solution:** Save CSV as UTF-8 encoding, re-import

Problem: Numbers showing as text - **Solution:** Select column → Data → Convert to Number

Problem: Formula not calculating - **Solution:** Set calculation mode to Automatic (Excel Options → Formulas → Automatic)

Need Help?

Refer to the main README.md for detailed instructions or email governance@kaizenstrategic.ai