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Feature at a Glance
Enhancements to engagement task management

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THE BEST RUN **SAP**

Feature at a Glance

Introducing: Enhancements to engagement task management

Customer challenge

The owner of control review tasks and To Do tasks on questionnaires are typically project groups that represent groups of people who can potentially complete the tasks. However, it is often desirable to have specific individuals complete these tasks in specific engagement projects, with the flexibility to assign and reassign tasks. Additionally, a user needs to know which tasks they are to perform and when these tasks are due to properly prioritize work.

Meet that challenge with
SAP Ariba

This feature introduces the ability to assign "to do" survey tasks and control review tasks to an individual user or for the user to return the task to the group. The engagement list page provides a new column showing the number of tasks assigned to the user or accessible to the user as part of the group linking to the new task list view.

The task view shows the specific tasks within the engagement the user can access either as the specific owner of the task or as a member of the assigned group. Actions to open or assign the tasks can be taken from the task list view.

Experience key benefits

Users can easily find engagements that require task actions either specifically assigned to them or accessible as the member of a group assigned a task as well as see tasks that are due soon.

The task list view provides an easy way for task owners and group members to manage tasks assigned to the specific user or group by surfacing the assigning, claiming, reassigning or returning of tasks to the group actions outside of the engagement view.

Tasks can also be opened from the task view where the same assigning actions can be accessed or the task can be performed.

Solution area

SAP Ariba Supplier Risk

Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a **Service Request (SR)**.

Prerequisites and Restrictions

Control-based engagement risk assessment projects must be enabled in your site.

See the additional prerequisites that impact which users can assign or reassign tasks.

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Detailed feature information: This feature introduces the following new buttons to the details pages for To Do tasks on questionnaires and control review tasks in engagement risk assessment projects: **assign** and **assign to me**. These buttons open new popups that allow you to assign the task to yourself (for Assign to me) or assign or reassign the task to another member of the project group or the project group itself (for Assign) and add a comment explaining the assignment.
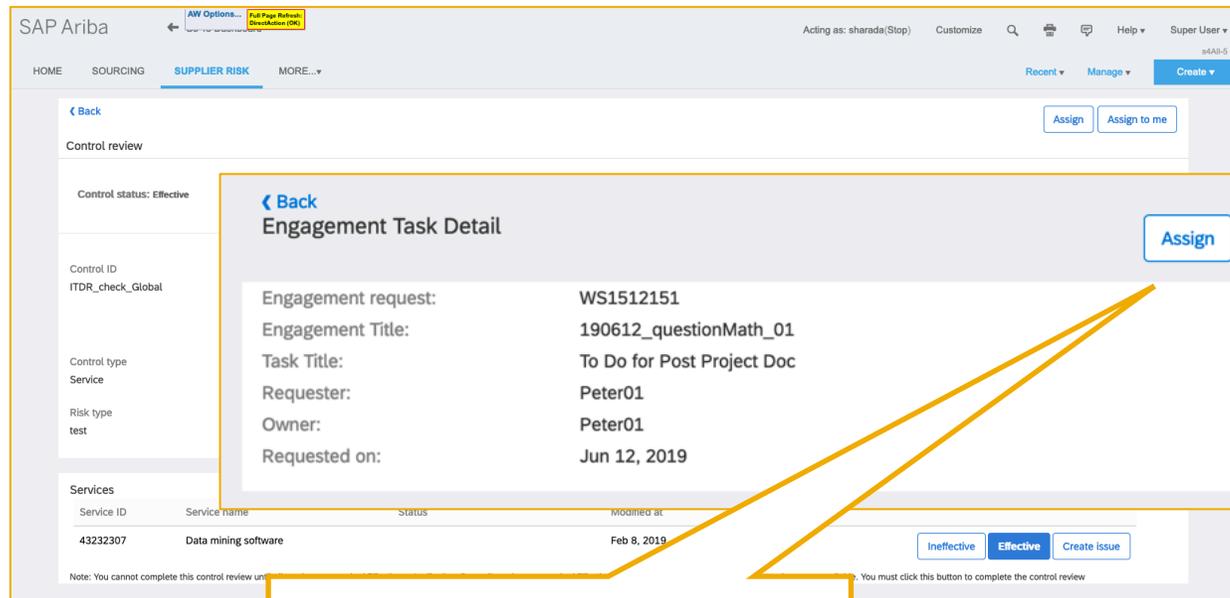
Assign: Click to assign or reassign the current task to either another individual member of the project group that owns the task or, if the task is currently assigned to the user, back to the entire project group. This button always shows.

Assign to me: User can click to assign a previously unassigned task to themselves. This button shows when the task is unassigned.
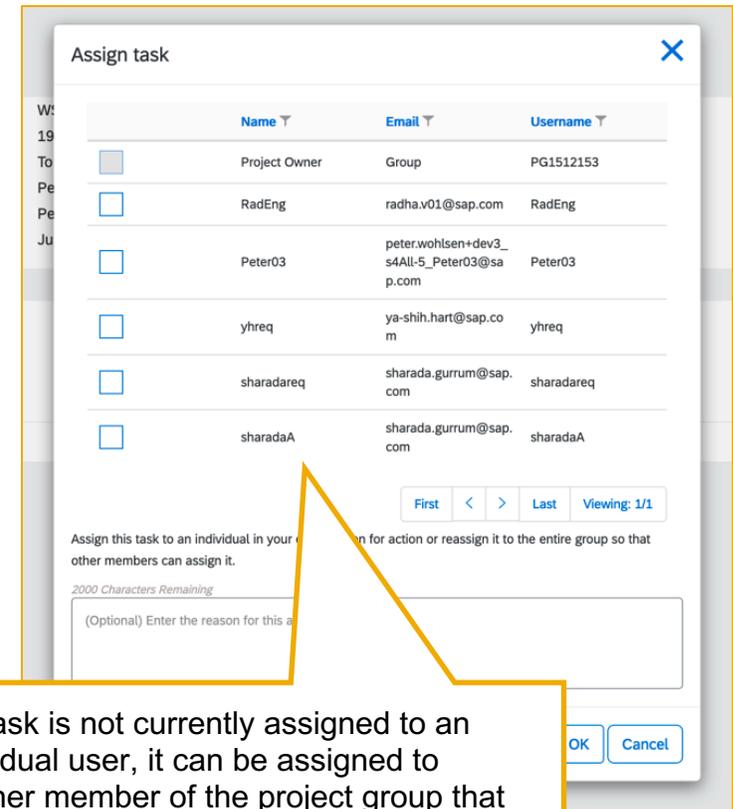
If a task is not currently assigned to an individual user, it can be assigned to another member of the project group that owns the task. If the task is assigned to the user, it can be reassigned or returned to the original owner group.

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Detailed feature information:

Inherent Risk and Residual Risk columns show the engagement risk assessment project's risk level on the list page

Task count numbers link directly to the "My Tasks" or "Group Tasks" tab on the Task List view

Warning icon appears if the engagement risk assessment project has tasks "Due within 7 days" and links directly to the "Due within 7 days" tab on the Task List view.

Engagement requests (53)

New requests (17)   In progress (30)   Completed (6)   + Export

ID ▼	Name ▼	Supplier ▼	Owner ▼	Requested by ▼	Requested on ⇕ ▼	Status ▼	Inherent risk ▼	Residual risk ▼	My tasks/Group tasks
WS3433635	Rad02_Dec09	DECISIVE TESTING INC.	Rad_Mang3	Rad_Mang3	Dec 9, 2019	Evidence Collection Phase - In Progress	0	0	4 / 5 ⚠
WS3433676	Rad01_Dec09	JACK BORENSTEIN	Rad_Mang3	Rad_Mang3	Dec 9, 2019	Request Approval Phase - In Progress	0	0	0 / 3
WS3364118	Rad2_Nov27	QUESTRON DISTRIBUTION LOGISTICS	Rad_Mang3	Rad_Mang3	Nov 27, 2019	Risk Control Effectiveness Review Phase - In Progress	0	0	3 / 5
WS3354566	Rad002_Nov26	Watts Regulator Co.	Rad_Mang3	Rad_Mang3	Nov 26, 2019	Trigger Evidence and Control Process Phase - In Progress	0	0	3 / 6

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Detailed feature information:

List icon returns the user to the engagement list page

Go to engagement details links to the engagement summary page in the project workspace

Engagement risk assessment project details

Tasks are listed based on ownership – if assigned to the user or assigned to the group that the user is in.

Tasks in the "Due within 7 days" tab can be both assigned to the user or group.

Task name, type, status, owner and due date are displayed

Action menu opens actions available to the user depending on the status of the task (view vs. start) and task assigning actions if available.

Control review and To Do tasks can be assigned by a group member to another group member or claimed by a user in the group thereby moving the task into the My tasks tab.

Tasks assigned to a user can be reassigned by that user to another user in the group or returned to the group thereby moving the task back to the Group tasks tab.

Single actions are shown with a button directing the user to the available action

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Go to engagement details

Owner	Requester	Requested on	ID
Peter01	Peter01	Jun 12, 2019	WS1512151

Region	Department	Commodity	Supplier
All		Data base user interface and query software, Data base reporting software	WIPRO LIMITED

Tasks (26)

Due within 7 days (0)   My tasks (4)   **Group tasks (9)**   Completed (13)

Task name	Type	Status	Owner	Due date	Action
Approval for Post Project Doc	Approval	InActive	Project Owner		
To Do for Post Project Doc	Todo	InActive	Project Owner		⋮
Approval for Supplier Risk Engagement Project Template	Approval	InActive	Project Owner		Assign / Assign to me / View this task
Duplicate 1 Control Review	External	InActive	Project Owner		View this task
ITDR check Singapore Control Review	External	Active	Project Owner		Start this task
Duplicate 2 Control Review	External	InActive	Project Owner		View this task
Critical data element Control Review	External	Active	DecisionMaker		Start this task
ITDR check global Control Review	External	Active	Project Owner		Start this task

Additional Prerequisites

To assign or reassign a control review or supplemental engagement questionnaire To Do task, you must be a decision maker for the control (for control review tasks) or a task owner (for To Do tasks) or a member of the Supplier Risk Engagement Governance Analyst group.

To be eligible to be assigned a control review task, you must be a member of the project group defined as its decision maker. To be eligible to be assigned a questionnaire To Do task, you must be a member of the project group that owns the task.

Currently, task assignment is only supported for control review tasks and To Do tasks on questionnaires in the engagement project.