

# DoubleCheck Regulatory Change Management

Efficiently and Effectively Respond to Changing Laws, Regulations and Standards



## Highlights

- ✓ Document your regulatory requirements framework
- ✓ Associate relevant documentation with new or changing regulations
- ✓ Assure changes are reviewed by impacted people and organizations
- ✓ Manage and follow-up on delegations
- ✓ Collect, review and approve all action plans
- ✓ Demonstrate compliance program evolution aligned with changing requirements
- ✓ Manage issues to effective closure
- ✓ Keep all stakeholders informed with dashboards and reports, with time or event based notifications

## Overview

DoubleCheck Regulatory Change Management provides a secure, centralized environment for automating the management of changes within the regulatory environment. With DoubleCheck's flexible web-based solution you will be able to document the regulations, laws and standards, automatically assign appropriate reviewers and collect, review and certify their response plans. Reviewers will be able to delegate tasks, provide actions plans and associated documentation for further delegation and review. Once completed, actions and recommendations will roll up for management review and approval. Change management actions (such as the creation of new processes or controls) can be linked to the associated regulation or regulations. Results can be reported through real time dashboards, reports and email based notifications.

## Key Benefits

- User Interfaces configured to the roles and responsibilities of the individual. Users will see the information they need and be guided through their responsibilities, maximizing user satisfactions and minimizing costs of training.
- Ability to assign a regulation or change for review to appropriate individuals or organizations based on the type or regulation or change.
- Ability to delegate some or all of the review to other impacted parties or subject matter experts.
- Automated workflow management, assuring assignments, due dates and reviews are managed throughout their lifecycle.
- Demonstrable, auditable program with evidence to link regulatory requirements with specific compliance actions.
- A rich set of underlying technical capabilities that enable growth as your change management program evolves, including:
  - Policy management
  - Document management
  - Issue creation and resolution management
  - Associated data management (i.e. information about items, such as regulation owners- these can be names, text, numbers, scores, cash values, dates and more)
  - Testing module
  - Multiple assessment options, including survey style and spread sheet style
  - User configurable reports
  - Data import and export tools
  - Notifications of tasks to perform, or changes to items related to your responsibilities
  - Risk scoping, rating and scoring
  - Roll-up scoring and reporting
  - Information security management



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Solution Area	Project Description
Document Your Regulatory Requirements	<ul style="list-style-type: none"> <li>• Import your regulatory requirements in your structure</li> <li>• Include additional information and documentation, such as legal interpretations or effective dates</li> <li>• Maintain a library of regulations or other documents for involved parties to review or use</li> <li>• Associate regulations with processes, risks, accounts, business units as appropriate</li> </ul>
Assign Review Responsibility to Appropriate Staff	<ul style="list-style-type: none"> <li>• Assign responsibility to individuals or groups based on their role</li> <li>• Include specific instructions, due dates and other guidance</li> <li>• Users receive notification of work, with a “to-do” list of items to be review and acted upon</li> </ul>
Manage Delegations and Responses	<ul style="list-style-type: none"> <li>• Users can delegate tasks to others, with instructions and due dates</li> <li>• Tasks may be delegated to individuals or groups; responses can be provided by one or more respondents</li> <li>• The system will manage notifications and reminders and provide users a workbench where they can see, monitor and act on the review and its associated delegations</li> <li>• When individuals or teams declare a delegation is complete, the system will manage the review process, assuring that all delegators have the opportunity to review and accept or reject the response</li> </ul>
Demonstrate Actions Taken from Regulatory Change	<ul style="list-style-type: none"> <li>• With these tools, you will be able to demonstrate a clear, reliable process, assuring compliance with changing laws, regulations and standards</li> <li>• When linked to the DoubleCheck Compliance Management Solution, specific processes, risks and controls can be linked to the motivating regulations and the regulatory impact of control failures can be quickly and easily determined</li> </ul>
Report on Change Management Activities	<ul style="list-style-type: none"> <li>• Use real time dashboards and reports to get a consolidated view of your regulatory change management status and results</li> <li>• Filter results for organization or entity specific views</li> <li>• Get automatic updates of key information, such as reviews past due</li> <li>• Email information in multiple formats, including interactive PDFs, excel files and board-ready reports</li> </ul>



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DoubleCheck™ LLC is a leading enterprise-level governance, risk management, compliance and audit solutions software company. The DoubleCheck GRC and audit platform can automate and unify on a single platform any or all of any organization's governance, risk management, compliance and testing (GRC and audit) activities. This includes key requirements such as Sarbanes-Oxley compliance, corporate governance, risk and audit management. The solution is highly configurable, offering adaptations to easily fit each client's needs.

To learn more, visit our website at [www.doublechecksoftware.com](http://www.doublechecksoftware.com)