



Mission Control for  
Lifecycle Management

## Skyjed Glossary

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## Document Revision History

Document Version	Date	Author	Comments
1.0	20-01-2025	Kate Kelly	New document created.
1.1	07-03-2025	Kate Kelly	Improved navigation and clarity. New entries for Icon and Rating Rule. Minor update to “Status” and “Rating” definitions.

## Additional Document & Artefact References

Doc #	Document Name
1	Skyjed Configuration Guide
2	Skyjed Knowledge Centre

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# 1 Introduction

## 1.1 Purpose

The purpose of this document is to support users in understanding Skyjed terms and learning how to use the platform. This document can be used in conjunction with Skyjed's online Knowledge Centre and the Skyjed Configuration Guide.

## 1.2 Intended Audience

This document is intended for any users of the Skyjed platform.

# 2 Glossary of Key Terms

Term	Description
<b>Action</b>	Actions are created in Skyjed against specific drivers and can be added manually by a user or generated automatically by a workflow. Also see <a href="#">Action Type</a> and <a href="#">Driver</a> .
<b>Action Owner</b>	Each action in Skyjed can have 1 owner. This person is accountable for progressing the action to completion. Another user can also be assigned to the action to support its completion. Also see <a href="#">Action</a> , <a href="#">Assigned To</a> , <a href="#">Risk Action</a> , and <a href="#">Strategy Action</a> .
<b>Action Type</b>	There are 2 types of actions in Skyjed: Risk Actions and Strategy Actions. Also see <a href="#">Action</a> , <a href="#">Risk Action</a> , and <a href="#">Strategy Action</a> .
<b>Active From / To</b>	The active from and active to date fields for an asset can be used as best suits your organisation for each asset type. For example, for products, this may be the in-market from and to date, or for a policy document, this may be the effective from date to the archive date. Also see <a href="#">Asset</a> , <a href="#">Asset Team</a> , and <a href="#">Asset Workspace</a> .
<b>Additional Team Member</b>	Each asset must have 1 owner and can have 1 team assigned to it. Where further users require access to a specific asset, they can be added to the asset as additional team members. Also see <a href="#">Asset</a> , <a href="#">Asset Owner</a> , and <a href="#">Asset Team</a> .

Term	Description
<b>Approval Condition</b>	<p>An approval condition forms part of an approval workflow. Each approval workflow contains 1 or more conditions, so that the workflow can be tailored for different scenarios. Each condition contains 1 or more approval steps.</p> <p>Conditions can be created for:</p> <ul style="list-style-type: none"> <li>• Specific <b>asset(s)</b>, and/or</li> <li>• Specific <b>portfolio(s)</b>, and/or</li> <li>• A <b>global</b> condition can be set for any assets not covered by another condition.</li> </ul> <p>Different approval steps can be used for different conditions to reflect the approval required for that scenario. Also see <a href="#">Approval Step</a>, and <a href="#">Approval Workflow</a>.</p>
<b>Approval Role</b>	<p>Items listed on the Approvals page can be filtered based on the approval role selected. If a user selects "Approver", this will show any approval steps that the user has authority to approve. If a user selects "Asset Team", this will show any approval steps related to assets that the user is involved in managing. Also see <a href="#">Approval Workflow</a>, <a href="#">Approver</a>, <a href="#">Asset</a>, and <a href="#">Asset Team</a>.</p>
<b>Approval Status</b>	<p>The approval status confirms the current status of an approval workflow. The status can be: Approval Requested, Changes Requested, Changes Submitted, Approved, or Withdrawn. Also see <a href="#">Step Status</a>.</p>
<b>Approval Step</b>	<p>An approval step forms part of an approval workflow. Each approval workflow contains 1 or more conditions, and each condition contains 1 or more steps. Approval steps can be assigned to:</p> <ul style="list-style-type: none"> <li>• Specific <b>user(s)</b>, or</li> <li>• A specific <b>team</b>, or</li> <li>• Based on a user's <b>role</b> within the asset team.</li> </ul> <p>The approval steps are the individual sign off steps that users will see when the workflow is applied to a design or audit. Users have the option to include additional pre-approval and/or post-approval steps to the start and/or end of any approval workflow. Each approval step must be approved by the relevant approver(s) before the next approval step becomes available for review. Also see <a href="#">Approval Condition</a>, <a href="#">Approval Workflow</a>, <a href="#">Approver</a>, <a href="#">Asset Team</a>, and <a href="#">Team</a>.</p>
<b>Approval Workflow</b>	<p>An approval workflow is a tool that can be used to ensure appropriate oversight and sign off has been achieved prior to publishing a design or audit. Each approval workflow contains 1 or more conditions, and each condition contains 1 or more steps. Also see <a href="#">Approval Condition</a>, <a href="#">Approval Step</a>, <a href="#">Approver</a>, <a href="#">Audit</a>, and <a href="#">Design</a>.</p>

Term	Description
<b>Approver</b>	An approver is any user with the authority to sign off an approval step within an approval workflow. Each approval step can have 1 or more approvers. Note: Viewer users cannot be approvers. Also see <a href="#">Approval Step</a> , <a href="#">Approval Workflow</a> , and <a href="#">Skyjed Roles</a> .
<b>Asset</b>	An asset is anything of value to your organisation, which is managed in Skyjed. An asset could be a product, service, policy document, supplier, etc. Each asset gets its own workspace within the platform, which can be used to define design details and monitor performance. Also see <a href="#">Asset Type</a> , and <a href="#">Asset Workspace</a> .
<b>Asset Health Check</b>	An asset health check is available on the Insights tab for each asset, which provides a high-level picture of how the asset is performing. The health check includes an overarching score out of 100 as well as a breakdown for each domain of health. The health check is automatically generated by the platform using an AI-driven algorithm that analyses the data that has been entered for the given asset. Also see <a href="#">Asset Workspace</a> , <a href="#">Category</a> , <a href="#">Domain</a> , <a href="#">Driver</a> , <a href="#">Insights</a> , and <a href="#">Property</a> .
<b>Asset List</b>	An asset list is a static or dynamic list that a user can create to group related assets. Dynamic asset lists automatically keep themselves up to date based on a specific criteria set by the user. Asset lists can be used to quickly filter views and reports, or apply a data trigger workflow to a large number of assets. Also see <a href="#">Asset</a> , and <a href="#">Asset List Workflow</a> .
<b>Asset List Workflow</b>	An asset list workflow is a data trigger workflow that is applied to every asset included in the relevant asset list. Where particular trigger conditions are met, the platform will automatically generate a risk or strategy action, as defined in the Settings pages. Also see <a href="#">Action</a> , <a href="#">Asset List</a> , <a href="#">Data Trigger Workflow</a> , <a href="#">Risk Action</a> , and <a href="#">Strategy Action</a> .
<b>Asset Owner</b>	Each asset must have 1 owner assigned to it. This person is accountable for the management of that asset and will be assigned any autogenerated actions that are triggered by a workflow. Also see <a href="#">Asset</a> , and <a href="#">Asset Team</a> .
<b>Asset Team</b>	Each asset can have 1 team assigned to it. The team can have as many or as few users in it as needed. These users can have Leader, Contributor or Viewer roles, see <a href="#">Team Roles</a> . Each team can be assigned to 1 or more assets. Where a user requires access to a specific asset, but not all those assigned to the team, they can be added to the asset as an additional team member. See <a href="#">Additional Team Member</a> , <a href="#">Asset</a> , and <a href="#">Asset Owner</a> .



Term	Description
<b>Asset Type</b>	An asset type is the collective word for things of value to your organisation, which can be managed in Skyjed. Asset types could be products, services, policy documents, suppliers, etc. Each asset type can be configured with specific lifecycle stages, hierarchy, and relationships between asset types. Also see <a href="#">Asset</a> , <a href="#">Hierarchy</a> , <a href="#">Lifecycle Stage</a> , and <a href="#">Relationship</a> .
<b>Asset Workspace</b>	An asset workspace is where a user can manage a given asset. The available tabs in the workspace are: Overview, Design, Monitor, Planner, Insights, and Manage. Only asset owners and leaders have edit access to the Manage tab. Also see <a href="#">Asset</a> , <a href="#">Asset Owner</a> , <a href="#">Asset Team</a> , and <a href="#">Team Roles</a> .
<b>Assigned To</b>	Each action in Skyjed can have 1 user assigned to it to support the action owner in progressing the action to completion. See <a href="#">Action Owner</a> .
<b>Attachment</b>	An attachment is a file that is uploaded into Skyjed for reference and audit trail. Attachments can be applied to an asset in the attachment library, or added to a specific design or audit. Also see <a href="#">Asset Workspace</a> , <a href="#">Attachment Library</a> , <a href="#">Audit</a> , and <a href="#">Design</a> .
<b>Attachment Library</b>	The attachment library is an area of the Manage tab in an asset workspace which lists all of the files that have been uploaded into Skyjed for reference and audit trail for that given asset. Also see <a href="#">Asset Workspace</a> , <a href="#">Attachment</a> , <a href="#">Audit</a> , and <a href="#">Design</a> .
<b>Audit</b>	An audit is a tool to help you monitor and review the performance of an asset. When a user starts an audit, the relevant audit template is pulled up by the platform, which the user then populates with the latest information. If a previous audit has been conducted using the same template, the platform will auto-populate the data from the last audit, otherwise all data entry fields (Properties) will be blank. Published audits, and those in progress, are stored on the Monitor tab of the Asset Workspace. Also see <a href="#">Asset</a> , <a href="#">Asset Workspace</a> , <a href="#">Audit Template</a> , <a href="#">Design</a> , <a href="#">Design Template</a> , and <a href="#">Property</a> .

Term	Description
<b>Audit Template</b>	An audit template facilitates consistent capture of performance data and/or monitoring of key data for your organisation's assets. Data could include sales data, complaints data, annual review information, compliance data, performance against objectives, and more. Each driver in an audit template is assigned to 1 of 7 categories, which align to the domains of health used in the asset health check score: Design, Revenue, Value, Customer Experience, Innovation, Regulatory, or Sustainability. The data captured in audit templates can be designed to feed the asset health check for the corresponding domain of health. Also see <a href="#">Asset Health Check</a> , <a href="#">Audit</a> , <a href="#">Category</a> , <a href="#">Design</a> , <a href="#">Design Template</a> , <a href="#">Domain</a> , <a href="#">Driver</a> , <a href="#">Property</a> , and <a href="#">Template</a> .
<b>Author</b>	An author is the user who wrote a given comment. See <a href="#">Comment</a> .
<b>Cascading</b>	See <a href="#">Data Cascade</a> .
<b>Category</b>	Each driver in Skyjed is assigned to 1 of 7 categories, which align to the domains of health used in the asset health check score: Design, Revenue, Value, Customer Experience, Innovation, Regulatory, or Sustainability. Relevant audit data populated into a driver of a given category (except Design) will feed the AI-driven algorithm for corresponding part of the health check. Also see <a href="#">Asset Health Check</a> , <a href="#">Domain</a> , and <a href="#">Driver</a> .
<b>Child Asset</b>	A child asset is an asset that is immediately below a linked parent asset in a hierarchy. A child asset can inherit data from its parent asset. It can also cascade data down to any child assets it has. Each asset can have 0 or 1 parent asset. See <a href="#">Data Cascade</a> , <a href="#">Hierarchy</a> , <a href="#">Parent Asset</a> , and <a href="#">Sub-layer Asset</a> .
<b>Comment</b>	Comments are added by users in Skyjed against specific drivers or actions. Also see <a href="#">Action</a> , <a href="#">Author</a> , and <a href="#">Driver</a> .
<b>Condition</b>	See <a href="#">Approval Condition</a> .
<b>Connect Status</b>	The connect status confirms the current status of an external partner who has been invited to link with your organisation's Skyjed instance via Skyjed Connect. The status can be: Invited, Connected, Disconnected, or Rejected. Also see <a href="#">Partner</a> , and <a href="#">Skyjed Connect</a> .



Term	Description
<b>Data Cascade</b>	Data cascade is a tool for sharing information between a parent asset and its child or sub-layer asset(s). It can be activated by turning on the cascading button that appears in a driver when a hierarchy has been set up in the platform. Drivers associated with the parent asset will display the "Cascading" icon when data cascade is active, while drivers associated with child or sub-layer assets will display the "Inheriting" icon. Where an asset sits in the middle of a hierarchy, it may be both inheriting data from its parent asset and cascading data down to its child asset(s). See <a href="#">Asset</a> , <a href="#">Child Asset</a> , <a href="#">Hierarchy</a> , <a href="#">Parent Asset</a> , and <a href="#">Sub-layer Asset</a> .
<b>Data Trigger Workflow</b>	A data trigger workflow is set up against a specific asset on the Manage tab of that asset's workspace. Where particular trigger conditions are met, the platform will automatically generate a risk or strategy action, as defined by the user. Workflows can be set up for multiple assets by creating these against an Asset List in the Settings pages. Also see <a href="#">Action</a> , <a href="#">Asset List Workflow</a> , <a href="#">Risk Action</a> , and <a href="#">Strategy Action</a> .
<b>Design</b>	A design is a tool to help you define, launch, and develop an asset. When a user starts a design, the relevant design template is pulled up by the platform, which the user then populates with the latest information. If a previous design has been conducted using the same template, the platform will auto-populate the data from the last design, otherwise all data entry fields (Properties) will be blank. Published designs, and those in progress, are stored on the Design tab of the Asset Workspace. Also see <a href="#">Asset</a> , <a href="#">Asset Workspace</a> , <a href="#">Audit</a> , <a href="#">Audit Template</a> , <a href="#">Design Template</a> , and <a href="#">Property</a> .
<b>Design Template</b>	A design template facilitates consistent capture of design data for your organisation's assets. Design data could include asset design details, specification data, strategies, goals, launch checklists, and more. Design templates differ from audit templates as they do not feed asset health check scores. Each driver in a design template is assigned to 1 of 7 categories: Design, Revenue, Value, Customer Experience, Innovation, Regulatory, or Sustainability. Also see <a href="#">Asset Health Check</a> , <a href="#">Audit</a> , <a href="#">Audit Template</a> , <a href="#">Design</a> , <a href="#">Driver</a> , <a href="#">Property</a> , and <a href="#">Template</a> .
<b>Distribution Group</b>	A distribution group is a collection of 1 or more external partners that facilitates the secure sharing and requesting of information between organisations inside the Skyjed platform. Also see <a href="#">Distribution Group Event</a> , <a href="#">Partner</a> , and <a href="#">Skyjed Connect</a> .

Term	Description
<b>Distribution Group Event</b>	Distribution Group Events are events that are sent to the external partners included within the relevant distribution group. These can be used to share or request information within the Skyjed platform. When a distribution group event is closed, Skyjed will collate and perform analysis on any partner responses received. Also see <a href="#">Distribution Group</a> , <a href="#">Event</a> , <a href="#">Partner</a> , and <a href="#">Skyjed Connect</a> .
<b>Document</b>	A document in the platform is either a design or an audit. Also see <a href="#">Audit</a> , <a href="#">Design</a> , and <a href="#">Document Status</a> .
<b>Document Status</b>	The document status confirms the current status of a design or audit. The status can be: Draft, Review, Ready for Approval, Approval Review, Changes in Progress, or Published. Also see <a href="#">Audit</a> , <a href="#">Design</a> , and <a href="#">Document</a> .
<b>Domain</b>	A domain is an area of health used to provide additional detail behind the asset health check score. The 6 domains of health are: Revenue, Value, Customer Experience, Innovation, Regulatory, and Sustainability. Relevant data under each domain feeds the AI-driven algorithm for each corresponding part of the health check. Also see <a href="#">Asset Health Check</a> , <a href="#">Category</a> , <a href="#">Driver</a> , and <a href="#">Property</a> .
<b>Driver</b>	Drivers are the individual pages that make up a Template. <ul style="list-style-type: none"> <li>Each template contains 1 or more drivers, and each driver can be used in 1 or more templates.</li> <li>Drivers can have form layout or table layout, and contain 1 or more properties (data entry fields).</li> </ul> Design drivers can be applied to design templates, and audit drivers can be assigned to audit templates. Each driver is assigned to 1 of 7 categories, which align to the domains of health used in the asset health check score. Also see <a href="#">Asset Health Check</a> , <a href="#">Audit</a> , <a href="#">Audit Template</a> , <a href="#">Category</a> , <a href="#">Design</a> , <a href="#">Design Template</a> , <a href="#">Domain</a> , <a href="#">Driver</a> , <a href="#">Property</a> , and <a href="#">Template</a> .
<b>Driver Category</b>	See <a href="#">Category</a> .
<b>Driver Property</b>	See <a href="#">Property</a> .
<b>Due Status</b>	The due status confirms the current status of an event. The status can be: Overdue, Reminder, Future, or Completed. Also see <a href="#">Document Status</a> .

Term	Description
<b>Event</b>	An event is a tool to help you plan and schedule the designs and audits that need to be completed for your assets. These can be recurring or once off, and they include due dates and reminders for the asset team. Events can also be set up to include external partners and used to share or request information within the Skyjed platform, see <a href="#">Distribution Group Event</a> . Also see <a href="#">Asset Team</a> , <a href="#">Event Series</a> , and <a href="#">Planner</a> .
<b>Event Series</b>	An event series is the collective word for a group of recurring events. Each individual event can be amended, as needed, or the event series can be amended to update all events. Also see <a href="#">Event</a> , and <a href="#">Planner</a> .
<b>Event Type</b>	There are 2 types of events in Skyjed: Audit and Design. Filtering the Planner on these options will show either all events associated with audit templates, or all events associated with design templates. Also see <a href="#">Audit</a> , <a href="#">Audit Template</a> , <a href="#">Design</a> , <a href="#">Design Template</a> , and <a href="#">Event</a> .
<b>Health Check</b>	See <a href="#">Asset Health Check</a> .
<b>Hierarchy</b>	A hierarchy enables organisations to categorise and organise their assets into layers, which facilitates information sharing and alignment between assets. Parent assets can cascade data down to all of their linked child assets (e.g. terms and conditions), and child assets can inherit data from their parent. Also see <a href="#">Asset</a> , <a href="#">Child Asset</a> , <a href="#">Data Cascade</a> , <a href="#">Hierarchy Layer</a> , <a href="#">Parent Asset</a> , and <a href="#">Sub-layer Asset</a> .
<b>Hierarchy Layer</b>	A hierarchy layer is a layer that assets can be assigned to within an hierarchy. For example, 3 layers in a hierarchy could be: Product, Product Group, and Product Family. Assets that are linked within the hierarchy receive a parent-child relationship where data can be cascaded down from the parent to all of its children. Assets in the top layer can have 0 or more child assets, but no parent asset. Assets in the bottom layer can have 0 or 1 parent asset, but no child assets. Also see <a href="#">Asset</a> , <a href="#">Child Asset</a> , <a href="#">Data Cascade</a> , <a href="#">Hierarchy</a> , and <a href="#">Parent Asset</a> .
<b>Home</b>	Home is the default login page in Skyjed, which shows the user key assets that they have access to, any actions they own or have been assigned to, and any comments that have been added to assets they have access to. Each page within Skyjed has a unique URL so that key pages can be bookmarked for easy navigation.

Term	Description
<b>Icon</b>	An icon can be applied to properties with drop-down menus (i.e. those with input type: lookup, rating, select, or scoring) to provide a visual cue for users on which option to select. The platform displays the icon to the left of the option. If coloured dots are selected, these are for visual use only and do not feed health check scores. Also see <a href="#">Asset Health Check</a> , <a href="#">Property</a> , and <a href="#">Rating Rule</a> .
<b>Inheriting</b>	See <a href="#">Data Cascade</a> .
<b>Insights</b>	The Insights tab in an asset workspace provides information and analytics about the given asset's performance or health. Insights at an asset-level are similar to Reports at an organisation-level. See <a href="#">Asset</a> , <a href="#">Asset Workspace</a> and <a href="#">Reports</a> .
<b>Lifecycle Stage</b>	The lifecycle stage confirms the current status of an asset within its defined lifecycle. The lifecycle stages for each asset type are configurable for each organisation and can be managed in the Settings pages. Lifecycle stages typically include all the key phases from ideation to sunsetting e.g. Development, Introduction, Maturity, Exiting, Exited. Note: There may be overlap in wording between lifecycle stages and workspace status, but these asset attributes are considered independently by the platform. Also see <a href="#">Asset</a> , <a href="#">Asset Type</a> , <a href="#">Asset Workspace</a> , and <a href="#">Workspace Status</a> .
<b>Meatball Menu</b>	A meatball menu is the term used to describe the drop-down menu that often appears to the right of items in the platform, which contains further options. The icon for this menu is 3 consecutive dots [...] and can be used to find further details and configure items to your needs.
<b>Opportunity Rating</b>	A rating is applied to actions to support prioritisation. An opportunity rating is applied to strategy actions, and it is calculated by the platform using the Impact and Effort scores selected by the user for the action. The rating can be: Very High, High, Moderate, Low, or Very Low. Also see <a href="#">Action</a> , <a href="#">Risk Action</a> , <a href="#">Risk Rating</a> , and <a href="#">Strategy Action</a> .
<b>Owner</b>	See <a href="#">Action Owner</a> or <a href="#">Asset Owner</a> .
<b>Parent Asset</b>	A parent asset is an asset that is above a linked child asset in a hierarchy. A parent asset can cascade data down to its child or sub-layer asset(s). See <a href="#">Asset</a> , <a href="#">Child Asset</a> , <a href="#">Data Cascade</a> , <a href="#">Hierarchy</a> , and <a href="#">Sub-layer Asset</a> .

Term	Description
<b>Partner</b>	A partner is an external organisation who has been invited to link with your organisation's Skyjed instance via Skyjed Connect. Partners do not have access to your instance and can only see published data that has been shared with them via a distribution group event. Data can also be requested from partners via distribution group events. Also see <a href="#">Connect Status</a> , <a href="#">Distribution Group Event</a> , and <a href="#">Skyjed Connect</a> .
<b>Partner List</b>	The partner list is a tool that provides a summary view of all partners and distribution groups set up via Skyjed Connect. It can be used to manage what data is shared with and requested from your partners. Also see <a href="#">Connect Status</a> , <a href="#">Distribution Group</a> , <a href="#">Partner</a> , and <a href="#">Skyjed Connect</a> .
<b>Planner</b>	The Planner page provides an overview of overdue, upcoming, and future events for assets that the user has access to. The organisation-level Planner in the purple side bar shows all assets a user has access to, while the Planner tab in an asset workspace only shows events for that asset. Also see <a href="#">Asset Workspace</a> , <a href="#">Distribution Group Event</a> , <a href="#">Event</a> , and <a href="#">Event Series</a> .
<b>Portfolio</b>	A portfolio is a tool that can be used to organise assets for grouping and reporting. Each asset must be assigned to 1 portfolio. This tool operates independently of hierarchy, relationships, and asset lists to allow for maximum flexibility when managing assets and filtering reports. Also see <a href="#">Asset List</a> , <a href="#">Hierarchy</a> , and <a href="#">Relationship</a> .
<b>Priority</b>	The priority confirms the urgency or importance of a given action. The priority can be: Very High, High, Moderate, Low, Very Low, or Unknown. Also see <a href="#">Action</a> , <a href="#">Risk Action</a> , and <a href="#">Strategy Action</a> .
<b>Property</b>	<p>Properties are the data entry fields that users complete on a given driver within a template.</p> <ul style="list-style-type: none"> <li>• For a driver with <b>Form layout</b>, the properties will be listed vertically on the screen and 1 data entry is allowed per property.</li> <li>• For a driver with Column &amp; row <b>table layout</b>, the properties will be listed horizontally as column headers in the table and multiple data entries are allowed for each property (the user can add as many rows as needed).</li> </ul> <p>There are a variety of input types to choose from for properties including date fields, multiline text, number fields, and more. If a property is added to a non-Design driver in an Audit template, and the input type is "Rating" or has a rating rule associated with it, data entered into that property will feed the asset health check for the relevant domain of health. Also see <a href="#">Asset Health Check</a>, <a href="#">Category</a>, <a href="#">Domain</a>, <a href="#">Driver</a>, <a href="#">Icon</a>, and <a href="#">Rating Rule</a>.</p>

Term	Description
<b>Publish</b>	<p>Publishing a design or audit is the final step of the document lifecycle and a status of "Published" will be applied. Data must be published in order to be pushed into reports.</p> <ul style="list-style-type: none"> <li>• Where an approval workflow was in place, this status confirms that formal sign off has been received for the document.</li> <li>• If no approval workflow is in place, asset teams can publish documents whenever they want to make amendments and push these onto reporting dashboards.</li> </ul> <p>Users also have the ability to Unpublish the most recent version in the meatball menu to make any corrections. Earlier versions are not available to edit to ensure correct audit trail is maintained. Also see <a href="#">Approval Workflow</a>, <a href="#">Asset Team</a>, <a href="#">Audit</a>, <a href="#">Design</a>, <a href="#">Document</a>, and <a href="#">Document Status</a>.</p>
<b>Rating</b>	See <a href="#">Opportunity Rating</a> , <a href="#">Rating Rule</a> , and <a href="#">Risk Rating</a> .
<b>Rating Rule</b>	<p>A rating rule can be applied to numerical properties (i.e. those with input type: currency, lookup, number, percentage, or scoring). The platform uses rating rules to assess data entered by a user and assign an appropriate colour to it based on the following scale from bad to good: Red, Orange, Yellow, Light Green, Dark Green. The platform can provide corresponding coloured dots to the right of each data point entered by a user, or this can be hidden from users. The rating rule colours can be set up to feed and influence health check scores. Also see <a href="#">Asset Health Check</a>, <a href="#">Category</a>, <a href="#">Icon</a>, and <a href="#">Property</a>.</p>
<b>Relationship</b>	<p>A relationship is a link between 2 assets. The ability to create relationships is dependent on the configuration of asset types in the Settings pages. Different relationship types can be created between asset types; these are:</p> <ul style="list-style-type: none"> <li>• One-to-one,</li> <li>• One-to-many,</li> <li>• Many-to-One, and</li> <li>• Many-to-Many.</li> </ul> <p>Relationships between specific assets can be managed on the Manage tab of the asset's workspace, and hyperlinks to related assets will be provided on the Overview tab. Note: The relationships feature operates independently of hierarchy. Also see <a href="#">Asset</a>, <a href="#">Asset Type</a>, <a href="#">Asset Workspace</a>, and <a href="#">Hierarchy</a>.</p>
<b>Relationship With</b>	<p>The relationship with filter allows users to select a given asset and quickly view data and other assets associated with it. Also see <a href="#">Asset</a>, and <a href="#">Relationship</a>.</p>



Term	Description
<b>Reports</b>	Reports provide organisations with information and analytics about the performance of their assets. Skyjed provides out-of-the-box reports to support clients in getting started quickly, and custom reports can be created to provide insight into priority areas. Reports at an organisation-level are similar to Insights at an asset-level. See <a href="#">Asset</a> , and <a href="#">Insights</a> .
<b>Risk Action</b>	A risk action, or risk-mitigating action, is an action that aims to reduce the likelihood of a negative event occurring and/or reduce its impact. Risk actions include Impact and Likelihood scores to help users and teams prioritise actions to progress and complete. Also see <a href="#">Action</a> , <a href="#">Risk Rating</a> , and <a href="#">Strategy Action</a> .
<b>Risk Rating</b>	A rating is applied to actions to support prioritisation. A risk rating is applied to risk actions, and it is calculated by the platform using the Impact and Likelihood scores selected by the user for the action. The rating can be: Very High, High, Moderate, Low, or Very Low. Also see <a href="#">Action</a> , <a href="#">Risk Action</a> , <a href="#">Opportunity Rating</a> , and <a href="#">Strategy Action</a> .
<b>Role</b>	See <a href="#">Skyjed Roles</a> , and <a href="#">Team Roles</a> .
<b>Skipped Event</b>	A skipped event is an event in a recurring event series that is not completed. For example, the December event for a monthly series may be skipped due to annual leave around the holiday period, or a team may choose to skip an overdue event and complete the next event instead to get back on track. The platform asks the user to provide a justification when events are skipped. The history of skipped events and justifications is available in the “Skipped events” view in Planner. Also see <a href="#">Event</a> , <a href="#">Event Series</a> , and <a href="#">Planner</a> .
<b>Skyjed Connect</b>	Skyjed Connect is a premium feature within the Skyjed platform that facilitates the secure sharing and requesting of information between organisations inside the Skyjed platform. Only published data that has been approved for sharing in the Settings pages can be shared with partner organisations, thus preventing any draft or unapproved data from being shared accidentally. Data is shared and requested via distribution group events, which can be once off or recurring. Also see <a href="#">Connect Status</a> , <a href="#">Distribution Group</a> , <a href="#">Distribution Group Event</a> , and <a href="#">Partner</a> .

Term	Description
<b>Skyjed Roles</b>	<p>A Skyjed role is the role applied to a user when they are invited to use the platform. The role can be Super Admin, Admin, Super User, Standard User, or Viewer.</p> <ul style="list-style-type: none"> <li>• <b>Viewers</b> have view-only access to assets they are invited to and no access to organisational settings.</li> <li>• <b>Standard Users</b> have edit access to assets they are invited to and view-only access to some organisational settings.</li> <li>• <b>Super Users</b> have view access to all assets in the platform and view-only access to some organisational settings.</li> <li>• <b>Admins</b> and <b>Super Admins</b> have edit access to assets they are invited to and edit access to organisational settings.</li> </ul> <p>All roles except Viewers can have approval rights as configured in the Settings page for approval workflows. Also see <a href="#">Approval Workflow</a>, <a href="#">Approver</a>, <a href="#">Asset Owner</a>, <a href="#">Asset Team</a>, <a href="#">Team</a>, <a href="#">Team Roles</a>, and <a href="#">User</a>.</p>
<b>Status</b>	See <a href="#">Approval Status</a> , <a href="#">Connect Status</a> , <a href="#">Document Status</a> , <a href="#">Due Status</a> , <a href="#">Step Status</a> , and <a href="#">Workspace Status</a> .
<b>Step</b>	See <a href="#">Approval Step</a> .
<b>Step Status</b>	The step status confirms the current status of an approval step within an approval workflow. The status can be: Pending, In Progress, Changes Requested, Changes In Progress, Changes Submitted, Approved, or Withdrawn. Also see <a href="#">Approval Status</a> and <a href="#">Approval Workflow</a> .
<b>Strategy Action</b>	A strategy action, or strategic opportunity action, is an action that aims to increase the likelihood of a positive event occurring and/or create or capitalise on positive opportunities. Strategy actions include Impact and Effort scores to help users and teams prioritise actions to progress and complete. Also see <a href="#">Action</a> , <a href="#">Opportunity Rating</a> , and <a href="#">Risk Action</a> .
<b>Sub-layer Asset</b>	A sub-layer asset of any given asset is either a child asset or an asset that falls in a lower layer within that asset's hierarchy e.g. it could be a child asset of one of the asset's child assets. Also see <a href="#">Asset</a> , <a href="#">Child Asset</a> , <a href="#">Hierarchy</a> , <a href="#">Hierarchy Layer</a> , <a href="#">Parent Asset</a> .
<b>Team</b>	A team is a collection of users that can be applied to assets to grant access to multiple users and once, and/or to approval steps to identify eligible approvers. Also see <a href="#">Approval Step</a> , <a href="#">Approver</a> , <a href="#">Asset</a> , <a href="#">Asset Team</a> , <a href="#">Team Roles</a> , and <a href="#">User</a> .
<b>Team Member</b>	A team member is a user that is included within a given team. Also see <a href="#">Additional Team Member</a> , <a href="#">Asset</a> , <a href="#">Asset Team</a> , <a href="#">Team</a> , <a href="#">Team Roles</a> , and <a href="#">User</a> .

Term	Description
<b>Team Roles</b>	<p>A team role is the role applied to a user when they are added to a team. The role can be Leader, Contributor, or Viewer.</p> <ul style="list-style-type: none"> <li>• <b>Viewers</b> have view-only access to assets.</li> <li>• <b>Contributors</b> have edit access to asset data and view-only access to asset settings.</li> <li>• <b>Leaders</b> have edit access to both asset data and settings.</li> </ul> <p>Assets require an <b>Owner</b>, and the asset owner has the same access as any leaders in the assigned team. Also see <a href="#">Asset</a>, <a href="#">Asset Owner</a>, <a href="#">Asset Team</a>, <a href="#">Asset Workspace</a>, <a href="#">Skyjed Roles</a>, <a href="#">Team</a>, and <a href="#">User</a>.</p>
<b>Template</b>	<p>A template is a standardised collection of forms and/or tables that facilitates consistent data capture for your organisation's assets.</p> <ul style="list-style-type: none"> <li>• Each template will contain 1 or more drivers (individual pages within the template).</li> <li>• Each driver will contain 1 or more properties (data entry fields).</li> </ul> <p>Skyjed provides out of the box templates to support clients in getting started quickly, and organisations can create and maintain their own custom templates. Also see <a href="#">Audit Template</a>, <a href="#">Design Template</a>, <a href="#">Driver</a>, and <a href="#">Property</a>.</p>
<b>User</b>	<p>A user is anyone who has been invited to use the Skyjed platform. Note: A user can be added to any relevant teams before or after they accept their Skyjed invite. Also see <a href="#">Skyjed Roles</a>, and <a href="#">Team</a>.</p>
<b>Workflow</b>	<p>See <a href="#">Approval Workflow</a>, <a href="#">Asset List Workflow</a>, and <a href="#">Data Trigger Workflow</a>.</p>
<b>Workspace</b>	<p>See <a href="#">Asset Workspace</a>.</p>
<b>Workspace Status</b>	<p>The workspace status confirms the current status of an asset workspace and controls whether data on that asset is pulled into reporting or not. The status can be: Draft, Active, Inactive, or Archived.</p> <ul style="list-style-type: none"> <li>• <b>Draft:</b> This status can be used like a placeholder for assets that are yet to be confirmed as any data will not pull into reporting and the workspace can be deleted if it is no longer required.</li> <li>• <b>Active:</b> Once a workspace is moved into Active and data has been recorded against it, the asset can no longer be deleted.</li> <li>• <b>Inactive:</b> This status means that the asset still appears on the Assets page but data is no longer pulled into reporting.</li> <li>• <b>Archived:</b> This status also does not pull into reporting and hides the asset from the default-view on the Assets page. Archived assets can be found by searching the archive.</li> </ul> <p>Note: Clients may choose to define lifecycle stages for their assets that use the same or similar words as workspace statuses, but these asset attributes are considered independently by the platform. See <a href="#">Asset</a>, <a href="#">Asset Type</a>, <a href="#">Asset Workspace</a>, and <a href="#">Lifecycle Stage</a>.</p>