

## Template

**Project Plan:** Security Solution Implementation

	Tasks	Assignment	Start Date	Complete Date	Notes
1	Identify and Outline the process or asset to be protected, managed or accessed	Security Officer/IT Manager/Data Owner/Team Lead			Team Lead may be one of the key members or an assigned project manager with more of a consulting perspective.
2	Assemble the team	Team Lead			
2.1	Obtain Executive Sponsorship	Team Lead			Who should be your biggest supportor: CEO, CIO, CFO. COO, etc.?
2.2	Identify key IT staff to represent entire infrastructure				Include Network Administrators, System Analysts, Security Analysts, Operations, Help Desk, etc
2.3	Select critical non-IT members				Who is a key end user that will be affected by the implementation of the solution?
3	Identify and Outline Organizational Workflow that supports the process or asset being considered	Team			
3.1	Outline the process that needs to be supported	Team			
3.2	Determine who, when, where, how, and why the asset or process, i.e data, end points, email, etc. needs to be accessed, protected or managed	Team			
4	Develop/Enhance mission/business policies to protect the asset/process being considered	Board/CEO/Executive Sponsor			
4.1	Board/Governing Body Level Policy				
4.2	Operational Policies				
4.3	Administrative Policies				
4.4	Security Policies				
5	Identify where the workflow can be supported by the policy	Team/Department Management Review/Approval			Example: Does the policy require awareness and training? Where is that most appropriate in the workflow process?

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6	Determine if there is technology available to support or enforce the policy governing the asset or process being considered	IT Team Members			
7	Outline how a technology solution will support or enforce the policy governing the asset or process being considered	Team			
8	Select a technology solution to support or enforce the policy governing the asset or process being considered	IT Team Members			
8.1	Outline solution requirements	Team			How does it need to be managed, ability to separate duties, auditing and logging capability, reporting standards, anti-tampering, etc. Know what you want based on pre-defined reasonable expectations before you start looking
8.2	Evaluate solutions based on requirements				Stick to your requirements; try not to compare oranges and apples
8.3	Choose the best fit				Using the same requirements to evaluate all solutions will make your decision easier when its time
8.4	Implement and configure solution to protect the asset or process being considered				
9	Incorporate process to continuously assess, protect, and minimize risk of loss, theft, or damage of the asset being considered	Team			
10	Document process and manage changes	Team			Without a document trail and continuous monitoring you can't verify or measure whether the process is working or meeting the needs identified
11	Annually audit internal policies, process, documentation, team decisions, and overall project	Security Officer/IT Manager/Data Owner			Don't wait for an audit; identify any coverage gaps before a failure, breach or any other incident occurs