



# PROJECT PLAN

10/24/07

<b>Project ID:</b> ITS-Q2-11B	<b>Project Sponsor:</b> Bev Schuft
<b>Project Name:</b> Incident Response	<b>Project Owner:</b> Bev Schuft
<b>Plan Date:</b> 10-10-2007	<b>Project Manager:</b> Jerri Novak

## Project Description

In response to a 2004 audit finding, the Chancellor established the Information Security Executive Steering Committee to establish and direct a system-wide information security program. That program is aimed at establishing capabilities in seven functional areas. This project is the second phase of a plan to establish an incident response function.

## Project Scope

<b>Objectives</b>	<ul style="list-style-type: none"> <li>The development of an Incident Response Plan that appropriately coordinates the objectives of the incident response and continuity of operations functions</li> <li>Coordination with other incident responders, such as MnSCU emergency management, in the creation of the first iteration of a plan</li> </ul>
<b>Work Breakdown</b>	<ul style="list-style-type: none"> <li>Incident Response               <ul style="list-style-type: none"> <li>Project Planning and Management</li> <li>Project Initiation – Kickoff</li> <li>Plan Development</li> <li>Plan Validation</li> <li>Plan Maintenance</li> </ul> </li> </ul>
<b>Assumptions</b>	<ul style="list-style-type: none"> <li>Continuing broad-based campus participation is needed to ensure the success of this project</li> <li>Project level and system-wide participation is needed to complete the major work areas of this project</li> <li>Several sub-teams will need to be established in order to manage the work at a project-level</li> </ul>
<b>Constraints</b>	<ul style="list-style-type: none"> <li>This project will require participation from, work completion by and potentially resources work completion by system institutions</li> <li>Successful implementation and participation in the plan depends on interested involvement on the part of local campus champions and/or campus incident response teams</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>Development of a distributed Incident Response Team</li> <li>Development of an incident response and business continuity, tracking and reporting system</li> <li>Creation of incident response and business continuity training material and/or conducting training across campus locations</li> <li>Assist campuses with design and implementation</li> </ul>

## Roles and Responsibilities

Name	Role	% Time	Responsibilities
Bev Schuft	Project Owner/Sponsor	15%	<ul style="list-style-type: none"> <li>Review of project planning and scheduling</li> <li>Input and guidance during project execution</li> </ul>
Jerri Novak	Project Manager	25%	<ul style="list-style-type: none"> <li>Project planning and scheduling</li> </ul>
NetSpi	SME	50%	<ul style="list-style-type: none"> <li>Provide guidance, technical input and development of deliverables – and other duties as defined</li> </ul>

Cost Benefit Analysis	\$\$	Explanation
<b>Cost – Employee Time</b>	\$32,000	This dollar amount represents project participation by 1 MnSCU employees over a 16 week project duration. Total estimated hours is 640
<b>Cost – Consultant/Temp Time</b>	\$72,000	This dollar amount represents project participation and project management efforts for the duration of the project
<b>Cost – Project Expenses</b>		
<b>Tangible Benefit Per Month</b>		



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<b>Break Even Months</b>	<X>
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### Intangible Benefits

- The ability to track and measure the impact of IT incidents system wide
- The establishment of an IT Incident Response Team
- The establishment of a common understanding and process system wide

Change Control Thresholds					
Scope	25% variance in scope	Cost	50% variance in estimated cost	Time	20% variance in estimated hours

Based on review of the business case the project sponsor and project manager do not have any items for scenario planning.

Scenario Planning		
Lever	Description	Time Savings
Risk		
Scope		
Cost		

Attached Plans and Documents <small>(check all applicable)</small>	
X	Project Requirements - Incident Response - Project Deliverables and Requirements
X	Project Deliverables - Incident Response - Project Deliverables and Requirements
X	Project Schedule - Incident Response - Project Plan (mpp)
	Project Team Roster - TBD
X	Project Risk Register - Incident Response - Project_Risk_Register

### Approvals

\_\_\_\_\_  
<Name>, Project Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
<Name>, Project Manager

\_\_\_\_\_  
Date

REVISION HISTORY			
Revision	Description	Date	Name
1.0	Original definition of project plan	10-10-07	J. Novak