

MnSCU Project Management Office Project Charter (Initiation)

Security Assessment Program

Presented to: ITS LEADERSHIP TEAM

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A. Background

In the summer of 2005, the Office of the Legislative Auditor (OLA) performed a wireless audit of MnSCU campuses. One of the OLA's findings from that audit was that there was no ongoing process for security assessments at campuses. In its response, the Office of the Chancellor (OOC) committed to putting such a program in place by the end of the year.

The Security Assessment Program Project (the Project, hereafter) is a project to design and pilot this process. This charter sets out the goals, requirements, logistics, and high level plan for the project.

B. Business Need or Opportunity

In addition to fulfilling the OOC's commitment, the assessment process will have the following benefits:

- It will improve information protection and begin initial stages of data classification.
- It will help campuses and the Office of the Chancellor with planning and resource allocation.
- The assessment process will assist with training and awareness.
- By assessing data security, campuses will more easily be able to remain in compliance with legal regulations and avoid penalties that come with violations.
- The assessment process will establish benchmarks of campus security posture to measure against for compliance with data protection regulation, laws and policies.
- Assessments will facilitate improved organization and inventory of data.

Terminology

Because this is a project to develop a process for security assessments, each of which could be another project, it's important to set terminology for each of these parts.

Definition: A security assessment is a systematic examination of networks and systems to determine the adequacy of security measures. Identify security deficiencies, provide data from which to predict the effectiveness of proposed security measures, and confirm the adequacy of such measures after implementation.

For the purposes of this and related documents:

- An Assessment is a security posture and risk evaluation performed at a particular college or campus.
- The Assessment Program is the overall program of security assessments across the system, including timelines, schedules, the framework of assessment components, and other aspects of how assessments are carried out across the MnSCU system.
- The Assessment Program Project (or, in this document, simply "the project") is the project to develop the assessment program.

This terminology should help distinguish the requirements and components of the project from the program (that will be developed during the project).

C. Business Objectives

The primary goal of this project is to develop a program for assessing data security at MnSCU colleges, universities, and offices. The resulting process should meet the following requirements:

- It should fulfill the Office of the Chancellor CIO's commitment to have an ongoing assessment process documented and implemented by the end of the year.
- The process must be feasible within current or likely future MnSCU staffing, funding, and time resource constraints.
- The process must be useful quickly.

- The process must be tested by means of a pilot process at a campus.
- The assessment process should relate to and reinforce MnSCU standards and guidelines.
- The results of the assessment process must be usable for benchmarking and tracking improvements in campus security posture.
- The process should be in alignment with the larger security program.
- The results of the program should meet IT audit requirements.
- The end process should be flexible. It should work for large and small campuses, and should support self-assessments or third-party assessments depending on needs.

D. Product Description

SCOPE

The general scope of the Project is to build a process for assessing information security postures at MnSCU colleges and universities. Because time and resources are limited, the initial process must be constrained to a subset of all the possible areas that could be included in an assessment. One of the goals of this project will be to identify the areas which can generate the most benefit within available resources.

This effort includes the following:

- The scope of this project includes determining the scope of the assessment program. Questions to be resolved during this scoping phase include:
 - Should this include the security-awareness and training aspects of assessment?
 - Should this be limited to existing (or approved) standards and guidelines?
 - Should this process include data inventory and classification?
- The assessment process is likely to include an instrument that guides the assessments. Building this assessment mechanism is also within the scope of this project.
- This project also includes a piloting of the assessment process at a single campus. The results of this pilot will be used to refine the process and estimate resource requirements for its implementation.
- Based on the pilot results, a program of ongoing assessments will be built.

This effort does not include the following:

- The project scope does not include creation of new standards, guidelines, or policies.
- Paper-based data is not addressed in this program. The need for a related effort will be carried to the cabinet-level Information Security Management Steering Committee for consideration.

SCHEDULE

Deliverable	Start Date	End Date
Project Charter		Feb. 16, 2006
Detailed Project Plan		Feb. 16, 2006
Assessment Instrument		March 31, 2006
Assessment Process		March 31, 2006
Pilot Results		April 28, 2006
Pilot Security Assessment Report		April 28, 2006
Assessment Process (revised)		June 30, 2006
Training		June 30, 2006

COSTS

D. Constraints

The following limitations and constraints have been identified for this project:

- This program was supposed to be in place by the end of calendar year 2005. Although this deadline has passed, time is still a critical factor.
- Successful design and implementation of the assessment process depends on interested involvement from MnSCU campuses.

E. Assumptions

The following assumptions were made when developing this Project Charter:

- The assessment program is expected to be modified over time. This project will design the initial assessment process; improvements and additions will happen as they become feasible.
- The assessment program is intended to be an informational and planning tool, rather than a compliance tool.

F. Risks

The following risks were identified when developing this Project Charter.

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G. Authorizations

Specific project roles and responsibilities have been agreed-upon as follows:

The Executive Sponsor: Ken Niemi
The Project Owner: Bev Schuft
The Project Manager: John Ladwig

The Project Charter will be approved by:

The Executive Project Sponsor
The Project Owner

Project Changes will be approved by:

The Project Owner

H. Project Charter Approval Form/Signatures

Project Owner:

Project Manager:

The purpose of this document is to provide a vehicle for documenting the completion of the project initiation stage. It is used to reach a satisfactory level of mutual agreement among the Project Sponsor, the Project

