Assignment Guidance and Front Sheet

This sheet is to be populated by the Module Tutor, checked by the Programme Team, and uploaded to Moodle for students to fill in their ID and submit with their assessment.

Student ID or IDs for group work	Student fill in own ID and attach document for submission

Module Title & Code	WM244 - Information Security Management
Module Owner	Dr Olga Angelopoulou
Module Tutor	Elzbieta Titis
Module Marker	Elzbieta Titis
Assesment type	CW1: Report
Date Set	10.10.22
Submission Date (excluding extensions)	07.12.22
Marks return date (excluding extensions)	20 working days from the submission date
Weighting of mark	50%

Assessment Detail	**The CISO memo** **Please see attached.**
Additional details	Your memo should not exceed 1500 words and follow an appropriate business memo format. Your article should cover the following sections: 1. Opening statement/ Executive summary 2. Severity of identified issues 3. The role of the CISO and the Cyber Security Team Organisational Structure and responsibilities 4. Importance of Data Protection and UK-GDPR 5. Recommendations You are expected to use appropriate peer reviewed sources for developing your arguments.
Module learning outcomes (numbered)	1 - Adopt a responsible attitude to the social, ethical, legal and regulatory consequences that flow from professional engagement in security management. 2 - Evaluate the overall coherence of an organisation's management of cyber security, recommending remediation where needed.
Learning outcomes assessed in this assessment (numbered)	1,2
Marking guidelines	You will be marked based on the following criteria: *1. Overview of your role and the proposed cyber security team* *2. Critical discussion on UK-GDPR and Data Protection Act in the context of an HE institution* *3. Memo organisation and conclusions* *4. Presentation, design and references – style*

	and sources **Please also refer to the University Marking Scale (attached below).**
Submission guidance	You must use the Harvard referencing system as per the University regulations. All submissions should be made in PDF format via Tabula https://tabula.warwick.ac.uk.
Academic Guidance	This coursework aims to guide you how to write a memorandum that reflects your understanding on specific areas of information security management and follow main academic writing principles. You are encouraged to use graphics, figures, and tables to make your memo more engaging for the reader. Additional guidelines if necessary will also be provided in a class briefing session.
Resubmission details	The University policy is that students should be given the opportunity to remedy any failure at the earliest opportunity. What that "earliest opportunity" means in terms of timing and other arrangements is different depending on Programme (i.e. Undergraduate, Full Time Masters, Part Time Postgraduate, or Overseas). Students are advised to consult your Programme Team or intranet for clarity.
Late submission details	If work is submitted late, penalties will be applied at the rate of **5 marks per University working day** after the due date, up to a **maximum of 10 working days** late. After this period the mark for the work will be reduced to 0 (which is the maximum penalty). "Late" means **after the submission deadline time as well as the date** – work submitted after the given time even on the same day is counted as 1 day late.

The CISO memo

Assume you are a newly employed Chief Information Security Officer (CISO) for the University of Cytroy. You are employed into this role after many years of experience in the industry, but this is your first role in a Higher Education Institution.

You decide to spend the first few weeks in your new role evaluating the current information security posture of the institution. As part of this you decide to review security audits from the last year.

You identify a series of concerns in the internal audit. These include general, hardware and software shortfalls. However, in an attempt to prioritise them you create a list of ten most critical issues:

1. Limited documentation on information security procedures

2. Limited effort to raise security awareness

3. No clear structure of responsibilities in an event of a cyberattack

4. Unlocked computer systems

5. Unattended and unsecured portable devices

6. Limited audit log policies

7. Weak password enforcement

8. Out of date and expired antivirus software on internal servers

9. Elevated security privileges to computer systems of some members of staff

10. Unauthorised software installed on University owned systems.

You decide to write a short memo to the institution's executive team discussing ways to strengthen the security posture of the institution. It is up to you to decide how to utilise the critical issues in your memo.

Your memo should highlight your role and responsibilities as a CISO, but also introduce an effective organisational structure of the cyber security team that you need to support your role and the responsibilities each member of the team could undertake. There is already a team, but you hope on restructuring and expanding the team.

The memo should outline the importance of cyber security for the University with a special focus on the General Data Protection Regulation (UK-GDPR) and Data Protection Act for Higher Education Institutions and the impact of the existing shortfalls in an event of a cyberattack, as well as the security operations for Higher Education Institutions.

Marking scale

Class	Scale	Mark	Descriptor
First	Excellent 1st	100	Work of original and exceptional quality which in the examiners' judgement merits special recognition by the award of the highest possible mark.
		94	Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At final-year level: work may achieve or be close to publishable standard.
	High 1st	88	Very high quality work demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. Work which may extend existing debates or interpretations.
	Upper Mid 1st	82	
	Lower Mid 1st	78	
	Low 1st	74	
Upper Second (2.1)	High 2.1	68	High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2.1	65	
	Low 2.1	62	
Lower Second	High 2.2	58	Competent work, demonstrating reasonable knowledge and understanding, some analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2.2	55	
	Low 2.2	52	
Third	High 3rd	48	Work of limited quality, demonstrating some relevant knowledge and understanding.
	Mid 3rd	45	
	Low 3rd	42	
Fail	High Fail (sub Honours)	38	Work does not meet standards required for the appropriate stage of an Honours degree. Evidence of study and demonstrates some knowledge and some basic understanding of relevant concepts and techniques, but subject to significant omissions and errors.
	Fail	32	Work is significantly below the standard required for the appropriate stage of an Honours degree. Some evidence of study and some knowledge and evidence of understanding but subject to very serious omissions and errors.
		25	Poor quality work well below the standards required for the appropriate stage of an Honours degree.
	Low Fail	12	
Zero	Zero	0	Work of no merit OR Absent, work not submitted, penalty in some misconduct cases