Project Initiation Document (PID)	
Project Title	IT Security and Infrastructure Enhancement
Company	57th Global Tyres
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Project Background

This project simulates the role of an IT professional at 57th Tyres Global, a fast-growing tyre sales and distribution company based in Lagos, Nigeria, that aims for global expansion. The company employs between 50 and 200 people, including on-site and remote staff.

In Lagos' competitive market, where customer trust is vital, 57th Tyres Global has a strict zero-tolerance policy for actions that could harm its reputation. Protecting customer data, ensuring business continuity, and maintaining operational excellence are core values of the organization.

Mission Statement

Our goal is to provide durable, safe, and affordable tyres while establishing a standard for excellence and innovation in the automotive industry across Africa and beyond.

Vision Statement

We aim to be the most trusted tyre brand in West Africa, recognized globally for our quality, customer service, and operational integrity.

Project Objectives

- Achieve ISO 27001:2022 certification by the end of the project timeline
- Protect sensitive information, including client data, proprietary training materials, and internal intellectual property
- Ensure compliance with relevant regulations, such as GDPR and NDPR
- Enhance the company's market positions by leveraging ISO 27001:2022 certification
- Establish information security governance and increase the awareness of 57th global tyres team of information security principles

Departments and Scope of Work

Department	No. of Users	Critical Assets
Legal	5	Laptops, Legal Document Repository, External Drive, Contract Management Software
Human Resources	6	HRMIS, Laptops, Payroll Software, Staff Database
IT	8	Servers, Network Switches, Firewalls, Admin Laptops, Monitoring Tools
Supply Chain	9	Inventory Software, Laptops, Barcode Scanners, Delivery Schedule System
Sales	10	CRM, POS Machines, Mobile Devices, Sales Dashboard
Facilities	4	CCTV Systems, Access Control Units, Maintenance Scheduling Software
Operations	7	Production System, Industrial PCs, Asset Trackers, Operations Dashboard

Key Deliverables

- Asset Inventory by Department
- Security Gap Assessment Report
- Risk Treatment Plan
- Staff Awareness Training
- Policy Documents (Acceptable Use, Access Control, Data Classification)
- Implementation of Antivirus, Firewalls, Backup Systems
- Final Project Report and Recommendations

Roles and responsibilities

- **Project sponsor, [pascal riwaan] CEO** – Provides strategic direction and ensure alignment with business goals
- **Project manager: [Owolabi Olasubomi] IT contractor –** oversee the project, manage resources and ensure timely delivery
- **Deaprtment heads –** Ensure department specific compliance with ISMS policies
- **Employees –** participate in trainings and adhere to isms policies

Project Timeline

Phase	Duration
Project Kickoff	1 Week
Asset Inventory & Audit	2 Weeks
Risk & Gap Assessment	2 Weeks
Implementation	4 Weeks
Training & Awareness	2 Weeks
Monitoring Setup	1 Week
Final Review & Reporting	1 Week

Project Budget

Project Budget Allocation (Total ₦6,500,000)
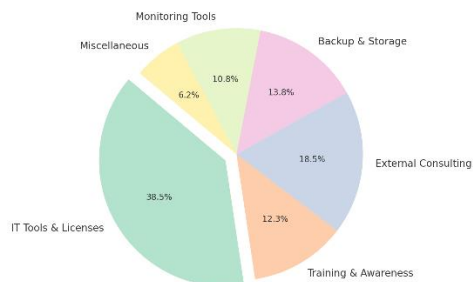
Risk Assessment

Risk Description	Likelihood	Impact	Mitigation Strategy
Resistance to change by staff	Medium	High	Conduct awareness sessions and demos
Data loss during implementation	Low	High	Perform backups before changes
Vendor delays in tool procurement	Medium	Medium	Use multiple vendors; pre-negotiate timelines
Incompatibility with legacy systems	Low	Medium	Test updates in sandbox before deployment
Budget overrun	Medium	Medium	Track spent weekly and report variances

Communication Plan

Audience	Frequency	Channel	Responsible
Project Team	Weekly	Email, WhatsApp	Project Lead
Management	Bi-weekly	Summary Reports	IT Lead
Department Heads	At Milestones	Progress Meetings	Project Lead
All Staff	Monthly	Bulletin, Email	HR/Comms

Training & Awareness
- Mandatory Cybersecurity Awareness Training for all departments
- Role-specific sessions for HR, Legal, and Sales systems
- Posters, infographics, and email campaigns for reminders
- Post-training assessments to measure understanding
- Optional video tutorials for common IT practices (MFA, backups)

Monitoring & Review
- Weekly audit logs and monthly reports
- Quarterly internal IT reviews to assess progress
- A post-project review and user feedback survey to identify gaps