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**CYB 420 7-1 Project Two Submission: Project Management**

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### **Project Charter**

#### **Mission Statement**

My project focuses on strengthening ACME's security infrastructure by fixing one major vulnerability in each of the three risk domains: people, process, and technology. In the people domain, I'm addressing social engineering by providing employees with training that helps them recognize phishing attempts and suspicious behavior. In the process domain, I'm improving ACME's security audit monitoring to detect issues early rather than allowing them to escalate. In the technology domain, I'm replacing outdated hubs with managed switches and implementing appropriate VLANs and ACLs to secure ACME's network.

Overall, my goal for this project is to develop a multilayered security approach that protects ACME's sensitive data, IT infrastructure, and human error, and helps the company grow over time without incurring risks. Additionally, addressing a single vulnerability across the people, processes, and technology domains provides the company with a stronger foundation across all three domains, rather than addressing only one. This project is important to me because ACME has numerous security gaps in its network, and providing leadership will help me and the company move quickly to improve its security posture within the next six months.



## Business Needs

ACME relies solely on HR, Finance, Records, and other departments because they handle a substantial volume of sensitive information daily. These departments are at risk due to social engineering, unclear policies and procedures, and a lack of proper network segmentation. These security gaps make it much easier for attackers to move around or trick an employee into revealing sensitive information.

To support ACME's business needs, I will strengthen its security awareness training for new hires and existing employees, update outdated policies and procedures, and improve the company's equipment and network layout to enhance operational safety.

## Scalability

My project's scalability approach is to grow with ACME. For example, Security awareness training can be provided to new hires during onboarding and to regular employees who wish to refresh their security mindset. Hence, this training material can be updated within ACME if it decides to add new software or tools, so that employees can learn safe usage practices from the outset.

Updating policies and procedures is essential for the company because, if ACME adds new systems, such as software or hardware, or new departments, existing policies can be adjusted to accommodate the latest workflows and security needs. Role-based access control (RBAC) enables ACME to assign employees to specific roles. This means new hires can be onboarded to the system without the IT team manually reconfiguring every account they're assigned to. Over time, stricter access controls can be implemented as the business grows. This helps maintain clean permissions and prevents users from having more access than they need.



Replacing the old hubs with managed switches provides ACME with a foundation for scalability, and VLANs can be expanded as more departments or devices are added in the near future. ACLs can be configured to control traffic between segments, thereby protecting sensitive data even as capacity increases. Overall, stronger access controls and scalable network segmentation enable ACME to scale without compromising its security infrastructure.

### **Delivering Process**

- I am going to provide a security awareness training program that will help employees recognize social engineering tactics and insider threats, especially for departments like HR, Finance, and Records staff.
- Giving a complete set of security policies that will cover physical security, access control, and properly handling data.
- I am going to upgrade ACME's network by replacing any outdated hubs with switches first, then add VLANs, ACLs, and RBAC to segment each department's traffic properly. By doing this, it will prevent attackers from moving in and out of the network and give ACME a stronger technical defense foundation.
- Finally, providing clear documentation for the company so they can maintain improvements over time.

### **Business Impacts**

These significant changes will help ACME run more efficiently, safely, and reliably by reducing the risk of social engineering attacks, improving employee adherence to procedures, and preventing attackers from moving from network to network. Based on the



network diagram, there is a security gap. Replacing outdated hubs with switches and implementing proper VLANs and ACLs will create clear departmental boundaries. This protects HR, Finance, and Records data from being leaked or exposed. Hence, regular security monitoring and audits will help ACME detect anomalies early, before more significant issues arise.

From a business perspective, a stronger security foundation will likely reduce the risk of data breaches and the likelihood of legal issues, compliance violations, and costly recovery efforts. Preventing incidents is a significant benefit because it helps ACME save money, protect its reputation, and avoid legal fees and fines resulting from security failures.



Communication Table

Communication	Goal	Method	Frequency	Owner	Audience
Project status report	Review project status and discuss potential issues or delays	Email	Weekly	Project manager	Project team and project sponsor
Project plan meeting	Introduce the project goals, scope, timeline, and responsibilities for all teams.	In-person or Virtual meeting	Once	Project Manager	Stakeholders, software team, hardware team, and contractors.
Security and risks review updates	Share audit findings, identify new risks, and discuss the necessary adjustments to align with security goals fully.	Virtual meeting	Bi-weekly	Project Manager	Engineering team leads and stakeholders.
Scope change communication	Explain how the impact of the new PDF conversion requirements and needed timeline/resource changes.	Email / Virtual meeting	As needed	Project Manager	Stakeholders and project sponsors.



Communication	Goal	Method	Frequency	Owner	Audience
Final project review and handoff	Confirm that all deliverables are 100% complete and send off final documentation	Virtual or in-person meeting	Once / End of project	Project Manager	Stakeholders + department team leads.

#### Phases, Milestones, and Tasks

How will each component of your communication plan contribute to providing frequent, open, and transparent communication for phases, milestones, and tasks in the project?

This communication plan helps keep everything organized and easy to understand by providing everyone with the updates they need at the right time. First, weekly status reports ensure the entire team and stakeholders always know what's happening, what's done, and what needs attention. Next, the Project plan meeting sets everything up early so everyone understands their tasks, deadlines, and how each phase will be managed.

Our biweekly risk and security review meetings helps us address any new developments that arise during the project, especially those related to ongoing audit monitoring and network changes. During these sessions, we will discuss any warning signs identified by the team, issues that are not functioning as anticipated, or security concerns that require attention. This proactive approach allows us to identify and resolve problems early, preventing them from escalating. Additionally, these meetings enable the



hardware and software leads to share their observations, ensuring everyone remains informed and alerted. By convening every two weeks, we can address issues before they hinder the project's progress or impact future milestones.

Communicating scope changes is essential because it outlines how new tasks, such as adding a PDF conversion feature, affect the project timeline and the changes the team needs to implement. This approach prevents unexpected surprises for everyone involved.

Lastly, the final project review ensures everything is complete, documented, and ready to be sent off. Overall, these communications keep things open, transparent, and consistent through each phase, milestone, and task, so the project stays on track and everyone stays aligned.

### **Scope Creep**

When stakeholders funded the PDF conversion feature, I had to update my project plan to account for additional work. I added tasks during the execution phase to install the PDF tool and test it to verify its compatibility with ACME's system. Additionally, I included time for database administrators (DBAs), as this project requires someone with expertise in document conversion and system integration. I also scheduled this after the main network tasks to avoid overworking teams. This balanced approach keeps the project on track and within the six-month timeframe.



This plan works because it doesn't disrupt the core components of the project. Training, audit monitoring, and network segmentation remain on track, and the PDF feature integrates well with the software-related tasks. Putting the DBA work in the same phase keeps things clean and avoids overloading the engineering team. This allows the team to continue their work while still addressing the new requirements.

Based on the scenario, adding the PDF conversion feature increases the budget because we now require a database administrator and additional software to support the conversion process. ACME, however, would need to adjust the budget to cover the labor and installation costs. With the added expense, this still supports ACME security goal by improving how reports are going to be handled and stored. The primary impact is to ensure that the budget can support this feature without delaying the original project tasks.

To communicate the change to stakeholders, I would explain how the new PDF requirement affects the timeline and budget. First and foremost, I'd tell them where the new tasks were added to the Gantt chart and why adding a DBA was necessary for the conversion to work. Keeping things transparent helps everyone understand what's going on and to avoid confusion later. From this it makes it easier for myself, my team, and the stakeholders to stay aligned as the project moves forward.