**The Project plan of the Implementation of the Information Security Management System (ISMS)**

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Date:

Classification

Document Control

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# Objectives, Focus Area and Usable Parties

**Objectives:**

The project plan serves to clearly define the goals of the Business Continuity Management System (BCMS) implementation project, along with the documents that will be generated, the dates of the project, and the roles and responsibilities of the project team members.

**Focus Area:**

The BCMS implementation process is guided by the process plan at each stage.

**Usable Parties:**

Members of the project team and upper management can use this document.

# Reference Documents

* ISO 27001 Standards
* Decision or other such document requiring the beginning of a project
* Other materials that related to the ISMS project plan

# Project Plan of the ISMS

## Project Goals

Build an ISO 27001-compliant information security management system, making sure it is finished by [date].

## Project Results

* **Methodology for Corrective Action:** A description of how to carry out the steps for corrective and preventive measures.
* **Statement of Applicability:** A document that outlines the goals and relevance of each control as per Annex A of the ISO 27001 standard.
* **Document and Record Control Methodology:** A basic outline of key principles for creating, reviewing, distributing, and updating documents and records.
* **Risk Assessment and Risk Treatment report:** A document that brings together significant records made during the risk assessment and risk treatment process.
* **Information Security Policy:** A key process that management uses to oversee information security.
* **Risk Assessment and Risk Treatment Methodology:** A description of how to handle information risks with a particular method.
* **Information Security Management System’s Purpose:** A document that clearly outlines the scope, including assets, locations, technology, and other important elements.
* **Internal Audit Methodology:** An explanation of the procedures involved in choosing auditors, creating audit programs, carrying out audits, and presenting audit findings
* **Risk Assessment Table:** An extensive table produced after a careful analysis of threats, vulnerabilities, and asset valuations.
* **Identifying Requirements Methodology:** a procedure for determining contractual, statutory, and other responsibilities.
* **Risk Treatment Table:** A table that lists the relevant security controls selected for each unacceptable risk.
* **Measurement Report:** A report that outlines the objectives of ISMS, the methods for measurement, how often they are conducted, and the results, which are used to evaluate the effectiveness of information security.
* **Risk Management Plan:** a document describing the rules to be applied, roles, due dates, and distribution of resources.
* **Management Review Minutes Form:** Minutes of management meetings held to evaluate the ISMS's suitability are kept in this document.
* **Training and Awareness Plan:** A detailed plan outlining how staff will receive training for specific roles and understand the significance of business continuity.

## Deadlines

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| --- | --- |
| Document | Deadlines for document acceptance |
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The results of the project planned to present on [date]

## Project Roles

|  |  |
| --- | --- |
| **Project role** | **Task** |
| **Project Sponsor** | Every project has a sponsor assigned to it, but they don't get involved directly in the activities of the project. The project manager has to keep the project sponsor updated on how things are going, and the sponsor needs to step in if the project gets put on hold.  [Name, Job Role] has been designated as the project sponsor. |
| **Project Manager** | The job description of a project manager includes acquiring resources, coordinating the project, updating sponsors on its progress, and handling project-related administrative duties. Their main duty is to see that the project is completed on schedule and within the allocated budget.  [Name, Job Role] is designated as the project manager. |
| **Project Team** | Participating in various aspects of project management, executing certain project tasks, and rendering decisions on a variety of interdisciplinary topics are among the duties assigned to the project team. |

**Project participants’ details table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Organizational Section | Job Name | Phone Number | E-mail address |
|  |  |  |  |  |
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## Main Project Risks

**Key project Risks:**

* Phase delays in risk assessment
* Developing business continuity plans taking longer than anticipated
* The completion of activities that cost money and time.
* Excessive selection of pricey controls.

**Risk Reduction Steps:**

* The project manager ensures that all tasks related to the project are finished within the specified deadlines and promptly obtains project sponsor involvement when needed.
* Hiring a consultant to ensure efficient use of resources and task alignment with project objectives in order to avoid wasting time or money.
* Bringing in a consultant to suggest the best cost-effective control measures, avoiding the choice of unnecessary or pricey options

## Project reporting and implementation tools

* All project resources will be stored in a shared folder on the internal network.
* Only the project manager and team members can change or delete files in the shared folder.
* Every month, the project manager will put together and share a project implementation statement with the project sponsor.

# Maintaining control of record based on this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the record | Storage Location | Responsible person for storage | Controls for record protection | Retention time |
| The Project Plan of the Implementation of the Information Security Management System (ISMS) | A designated folder for project-related tasks. | Project manager | Only the project manager holds editing access to the data within | Records are retained for a period of 3 years. |

# Validity and Document Management

The document's validity commences on: [date]

With a minimum frequency of once a year, [job title] is the owner of this document and is responsible for periodic checks and necessary updates.

When executing this procedure, the following criteria must be adhered to:

* All documents have to be prepared following the guidelines provided in this document.
* Each document must go through a regulated procedure in order to be created, approved, distributed, used, and updated.

[Job Title]

[Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature]