**Handover Document**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | | |
| RESEARCH And STRATEGY TEAM HANDOVER DOCUMENT | | | | | |
|  |  | |  | | |
| TEAM LEADER | | PROJECT Lead | | PROJECT START DATE | PROJECT END DATE |
| Padma J Ommi | | Jigar Bhat | | 22nd July2 22 | 30th Sep 22 |

PROJECT SUMMARY

|  |
| --- |
| **Marketing Team:**  Working within the Research & Strategy team, the marketing team have engaged in activities involving developing marketing plan for creating awareness of Fortify company with the objective of connecting volunteer cyber security professionals with organisations that need help strengthening their system security, by addressing security issues and gaps in cyber security awareness. Fortify is targeted towards small businesses and non-profit organisations that do not have the adequate resources to field dedicated cyber security teams, and it is our overall goal to provide a platform for our volunteers to both advertise their cyber security expertise, as well as develop security controls and models that are needed.  **Questionnaire team:** Creating an induction form for volunteer cyber experts to initially fill out on the website  Create an assessment interview process for Fortify consultants to better understand/vet/approve or deny applicants. Creating a full end-to-end Customer and Volunteer Process. Creating a Prototype for back-end dashboard for Fortify consultants to better visualize the experts and clients on hand  **Legal Team:** Working within the Research & Strategy team, the Legal sub team engaged in objectives with relevance to the legal documentation of Fortify and all parties involved. This included members finalising and separating the ‘Terms and Conditions’ and ‘Privacy Policy’ sections into separate documents, which are expected to be integrated into the Fortify website in future trimesters. The sub team also worked on researching and completing the first draft and version of a client contract/agreement between experts and volunteers of the Fortify service. In addition to these formal legal documents, the team has also created a cyber risk management plan which can be used for future clients of Fortify. Some clients selected from prior trimester research and their potential cyber risks have been identified as examples. |

Team Member ROLES & RESPONSIBILITIES

| NAME | ROLE | RESPONSIBILITIES |
| --- | --- | --- |
| Padma Ommi- Research and Strategy Team Lead | Marketing plan Creation and Documentation | * Working on creating a new Marketing Plan * Creation of Vision, Mission, Core Values * Creation of Marketing pitch for organizations and Volunteers * Sustainability Plan and Donation Pitch. * Organisation of team meetings |
| Stefan Andjelkovic- Marketing Team | Marketing plan Creation and Documentation | * Working on creating a new Marketing Plan * Collecting research & working on contract agreements |
| Muhammad Khudruj- Marketing Team | Marketing plan Creation and Documentation | * Working on creating a new Marketing Plan * Collecting research & working on contract agreements * Identified potential cyber risks for one client |
| Emily Van Elst- Legal Team | Legal Documentation/Client Management | Working on Legal Documentation  Creation and management of cyber risk plan  Working on terms and conditions and privacy policy documentation  Assisting with contract agreement  Organisation of team meetings |
| Michael Mikhail- Legal Team | Legal Documentation/Client Management | Identified potential cyber risks for one client  Collecting research & working on contract agreements |
| Richa Nyaupane- Legal Team | Legal Documentation/Client Management | Identified potential cyber risks for one client  Collecting research & working on contract agreements |
| Kiera Farrell- Legal Team | Legal Documentation/Client Management | Working on contract agreements  Creating terms and conditions, website policy, and privacy policy.  Identified potential cyber risks for one client |
| Andrew Sneddon-Questionnaire team | Questionnaire Team Lead and Meeting Moderator | Responsibilities include attendance and leadership of team meetings, assignment and completion of assigned deliverables, contribution to team goals, overall positive attitude, overall leadership role and point of contact. |
| Luke Newton- Questionnaire team | Team Member and Meeting Moderator | Responsibilities include attendance of team meetings, completion of assigned deliverables, contribution to team goals, overall positive attitude |
| Corey Stanley- Questionnaire team | Team Member | Responsibilities include attendance of team meetings, completion of assigned deliverables, contribution to team goals, overall positive attitude. |
| Beatrice Jeruto Rerimoi- Questionnaire team | Team Member | Responsibilities include attendance of team meetings, completion of assigned deliverables, contribution to team goals, overall positive attitude. |
| Randeep Kaushal- Questionnaire team | Team Member | Responsibilities include attendance of team meetings, completion of assigned deliverables, contribution to team goals, overall positive attitude. |

DELIVERABLES

| PLANNED | ACTUAL | COMMENTS |
| --- | --- | --- |
| Developing of Marketing Plan | Completed the task |  |
| Developing of marketing campaign strategies and sustainability strategies | Completed the task |  |
| Marketing Pitch and Donation Pitch | Completed the task |  |
| Developing Fortify Vision, Mission and Core values | Completed the task |  |
| Benefits of volunteering and Process of becoming a volunteer | Completed the task |  |
| Create an induction form for volunteer cyber experts to initially fill out on the website | Completed this task and created a mockup with collaboration from design team. |  |
| Create an assessment interview process for Fortify consultants to better understand/vet/approve or deny applicants | Completed this task. |  |
| Create a full end-to-end Customer and Volunteer Process | Completed this task with full textual and graphical flowchart recommendations for process flows. |  |
| Prototype a back-end dashboard for Fortify consultants to better visualize the experts and clients on hand | Completed this task and prototype is ready for next semester’s students to create with Database team. |  |
| **Legal Documents (Privacy Policy & Terms and Conditions)**  ‘Fortify Privacy Policy and Conditions final’ | These extensions of the legal document have been completed and are in a document together. |  |
| **Contract Agreement**  ‘[Fortify Client contract and agreement final](https://deakin365-my.sharepoint.com/personal/evanelst_deakin_edu_au/_layouts/15/Doc.aspx?sourcedoc=%7B274E9F28-513A-4E7E-A598-90D4E6163865%7D&file=Fortify%20Client%20contract%20and%20agreement%20final.docx&action=default&mobileredirect=true)’ | The contract has been finalised and is ready for next trimester. |  |
| **Cyber Risk Management Plan**  ‘[Fortify Cyber Risk Client Management final](https://deakin365-my.sharepoint.com/personal/evanelst_deakin_edu_au/_layouts/15/Doc.aspx?sourcedoc=%7BB1CEA2D2-E8F9-4F32-8EE0-02B650861DCD%7D&file=Fortify%20Cyber%20Risk%20Client%20Management%20final.docx&action=default&mobileredirect=true)’ | The Cyber Risk management plan has been completed and is ready to be used to find clients. |  |

WAY FORWARD/Planning for Next Trimester

|  |
| --- |
| **Marketing Plan Way forward:**   * Detailing selection criteria for becoming a volunteer as well as organizations seeking help. * Detailing step by step process process for completion of activity both for volunteers and organizations * Adding social media links for creating awareness and gathering feedback.   **Questionnaire Strategy way forward:**   * Customer Process mockup by design team * Other pages/resources useful to customers such as FAQ pages, links to ACSC pages, blog resources etc. * Liaise with Design and/or Database team on Back-End Dashboard Prototype * Customer Feedback system post-job * Research and demonstrate some potential use cases/examples * Research and create cyber strategy for Fortify company   **Legal Plan Way forward:**   * Emailing clients, creating the email and establishing an agreement with the contract that was made. * Implementing cyber risk plan from the cyber risk document, using this to find suitable clients. * Tweaking both contract and privacy policy in accordance with future amendments of Fortify’s direction. * Uploading the finalised/updated versions of the privacy policy and terms of agreement into the Fortify website. |

References:

Appendix:

Refer *Fortify Marketing Plan version 3 document* for full work output on Marketing plan documentation.

Refer to Strategy and Questionnaire Team Document for full work output on Strategy documentation

Refer to Fortify client contract and agreement, Fortify Cyber Risk Management and Fortify Privacy Policy terms and conditions for full work output on Legal documentation.