

RRM3 Task 3: Multimedia Proposal Section A.

My chosen topic: Implementing mandatory badge access to the office building.

1. The audience for my presentation will be the shareholders and executives of the company that I work for.

1a. All of the shareholders and executives will all need to get a badge to have access to the building. They will also need to facilitate getting all staff a badge.

2. This will help mitigate physical security risks that could put the firm at risk. Some of the risks include tailgating, and social engineering.

3. My proposed policy will require all employees to acquire a badge to maintain access to our office building. To implement this policy effectively, first, we will need to approve and allocate the appropriate funding to the project. Inform employees of the new policy and how to follow it. Establish and delegate badge issuance and lifecycle duties. Install badge readers at all entrances into our building. Lastly, issue badges to all employees.