

Cybersecurity GRC SaaS - Deployment Kickoff Checklist

Initial Planning & Setup (First 2 Weeks)

Team Assembly & Roles

- ☐ Identify and assign key team roles:
 - ☐ Project Manager
 - ☐ Solutions Architect
 - ☐ Security Architect
 - ☐ Database Engineer(s)
 - ☐ Backend Developer(s)
 - ☐ Frontend Developer(s)
 - ☐ AI/ML Specialist(s)
 - ☐ QA Engineer(s)
 - ☐ DevOps Engineer(s)
 - ☐ UI/UX Designer(s)

Requirements Gathering

- ☐ Document detailed technical requirements
- ☐ Define security and compliance requirements
- ☐ Create detailed user stories for core functionality
- ☐ Define MVP (Minimum Viable Product) feature set
- ☐ Identify key integration points with external systems

Infrastructure Planning

- ☐ Evaluate cloud providers (AWS, Azure, GCP)
- ☐ Select optimal cloud provider based on requirements
- ☐ Define multi-environment strategy (Dev, QA, Staging, Production)
- ☐ Create infrastructure-as-code templates
- ☐ Define disaster recovery strategy and requirements
- ☐ Document network architecture plan

Security Planning

- ☐ Define security architecture principles
- ☐ Document encryption requirements (in-transit and at-rest)

- ☐ Plan authentication and authorization approach
- ☐ Define security monitoring requirements
- ☐ Document security testing approach

Database Architecture

- ☐ Select database technologies:
 - ☐ Relational database (PostgreSQL recommended)
 - ☐ Graph database for framework relationships (Neo4j or Amazon Neptune)
 - ☐ Document/search database (Elasticsearch or similar)
- ☐ Define data models for core entities
- ☐ Document data privacy and governance approach
- ☐ Plan data migration strategy for existing systems (if applicable)

Development Environment

- ☐ Set up source code repositories
- ☐ Configure development environment tools
- ☐ Establish branching and merging strategy
- ☐ Set up CI/CD pipeline for automated testing
- ☐ Create initial project structure and scaffolding

Initial Framework & Compliance Knowledge Base

- ☐ Document supported cybersecurity frameworks:
 - ☐ NIST Cybersecurity Framework
 - ☐ ISO 27001
 - ☐ CMMC
 - ☐ SOC 2
 - ☐ PCI DSS
 - ☐ HIPAA
 - ☐ GDPR
 - ☐ Other industry-specific frameworks
- ☐ Create initial framework relationship mapping
- ☐ Define framework recommendation algorithms
- ☐ Document compliance requirements for supported frameworks

Management & Communication

Project Management

- ☐ Set up project management tool (Jira, Monday.com, etc.)
- ☐ Create project timeline with key milestones
- ☐ Establish weekly status meeting cadence

- ☐ Define risk management process
- ☐ Document change management procedures

Documentation

- ☐ Set up technical documentation repository
- ☐ Create architecture documentation templates
- ☐ Establish documentation standards
- ☐ Set up knowledge sharing platform

Stakeholder Communication

- ☐ Identify all stakeholders
- ☐ Create communication plan
- ☐ Schedule kickoff meeting
- ☐ Define reporting structure and frequency

First Sprint Planning

Sprint 1 Goals

- ☐ Complete all infrastructure setup tasks
- ☐ Establish basic security controls
- ☐ Deploy skeleton application with authentication
- ☐ Create preliminary database schemas
- ☐ Set up monitoring and logging infrastructure

Sprint 1 Tasks

- ☐ Break down tasks by team member
- ☐ Estimate task effort
- ☐ Define sprint success criteria
- ☐ Schedule daily standups
- ☐ Plan sprint review and retrospective

Additional Considerations

Legal & Compliance

- ☐ Review privacy requirements for data collection
- ☐ Document data retention policies
- ☐ Ensure GDPR compliance in design
- ☐ Create Terms of Service and Privacy Policy drafts

- ☐ Review licensing requirements for third-party components

Monitoring & Metrics

- ☐ Define key performance indicators (KPIs)
- ☐ Plan monitoring dashboards
- ☐ Document alerting strategy
- ☐ Define application health checks
- ☐ Plan for usage analytics

Beta Program Preparation

- ☐ Create beta customer selection criteria
- ☐ Develop beta feedback collection mechanism
- ☐ Plan beta onboarding process
- ☐ Define beta success metrics
- ☐ Create beta communication templates

Note: This checklist should be reviewed and customized at your kickoff meeting to ensure it aligns with your specific organizational needs and constraints. Add, modify, or remove items as necessary to fit your project's scope and timeline.