

Discord is used for the team hosting platform, text channel for asynchronous communication and voice channel for in person meetings

2021-08-20 19:10 - 19:35 BST

Present: Steve Johnson, Czeska Daubney, Panos Tolis, Doug Leece

Meeting Purpose:

Identify any preliminary work that could be done prior to Sunday Aug 22 meeting.

Select content sharing options since Discord has limits on file transfer size.

Decisions:

Preliminary draft of report to be created by Steve,

Czeska & Panos to provide samples of previous assignments,

One Note will be used for project back end functions like note taking, minutes etc.

OneDrive is an option if file management/transfer becomes clunky on Discord.

Link - https://1drv.ms/u/s!AtkPnr449haQvCUQ-YrwkbrxJ3_g?e=BzXpRG

Pwd - ERP@ss3ss

Team will recommend the COTS option, primarily for support reasons.

Next Meeting 2021-08-22 19:00 BST

2021-08-22 19:00 - 20:20 BST

Present: Steve Johnson, Raquel, Panos Tolis, Doug Leece

Apologies:

Czeska

New business:

Multiple people identified the instructions for the first & second deliverables are both unclear and somewhat contradictory. Therefore we will plan the direction as best we see fit and justify those decisions.

The risk framework will be a combination of NIST CSF risk tiers due to the third party involvement and the arms length relationship between IT and the ACME manufacturing business functions.

An ISO 27001 threat library will be used to ensure all threat categories are considered, three different papers were reviewed to identify potential issues with implementing ERP systems, so a large number of ERP implementation risks have also been identified removing the need to interview users directly.

We will also be applying a delphi technique, collecting the probability and impact ratings from all 5 group members to provide a degree of quantitative analysis and remove some bias from the system.

From a cost benefit analysis, the total cost of ownership is too high with both the opensource and inhouse development options due to the cost of maintaining development environments and much greater staffing increases.

A commercial option also allows legal recourse if things do not go well, we have given consideration to the many failed ERP projects that were highlighted by one of the class tutors.

Next Steps:

Steve: pick next meeting time via Survey Monkey

- Status report work

Panos: DR section (Doug & Steve can mentor)

Raquel: Controls (Steve can mentor)

Steve: project timelines (Czeska offered to build, Steve to mentor)

Czeska: Prepare Risk & cost benefit tables for inclusion in report, (Doug to support)

Doug: Update approach section with NIST CSF risk tier & bullets for section 1

Everyone to do their ratings (By Wed EOD) . Use your own copy and save to one drive.

Note anything that could be consolidated or should be included so others can include it in their ranking.

Impact Rankings are 1-5 1 is low risk 5 is high.

Probability is a percentage (0 = 0 never 1.0 = 1 always (Open FAIR)) 10% = 10% 0.10

2021-8-24 13:00 Office hours

This is an ERM perspective but Insider threat needs to be considered, especially when building a product because it will need to provide controls such as role based access control and separation of duties violation reporting .

They don't want the assumption of how it will actually be put in.

Use the ERM risk receptors, don't limit it to CIA. Combine Sutton's & FAIR identify both & secondary losses and use Sutton's risk receptor list (which can be cited).

27000 isn't free so we don't need to use it. We can refer to the 27005 FAIR cookbook to affirm FAIR aligns with other international recognized standards.

2021-08-27 17:00 - 19:00 BST

Present: Raquel, Panos Tolis, Doug Leece, Steve Johnson

Apologies: Czeska

4 out of 5 pro-cons replies. It is enough to justify selection. Added weighting to functional requirements during the meeting. **DL will merge pros-cons responses.**

Panos created DR structure/solution. 2 sites: data center and cloud (should include SLA). Stages: Technical architecture, response plan, recovery plan.

In design document we will narrow the DR scope to propose a technical solution for a DR plan focusing exclusively on application recovery. A disclaimer can be included to explain the scope.

Controls will help to get risk treatment recommendations. We are going to add tier column. **RMD to move to master document.** For the design doc we will just include an empty risk table and we just describe the process to come up with recommendations. Full risk table will be included in next assignment.

All members to fill risk assessment columns in master document if not done.

Steve proposed that timeline will be based on 3 weeks. All agreed.

Next meeting: Sunday 29 August, 3pm BST

Sunday 29 August, 3pm BST

Present: Steve Johnson, Raquel, Panos Tolis, Doug Leece

Apologies:

Czeska

Updates to status report from Doug accepted

Updates to ERM risk table with primary & secondary losses accepted. Also determined at least one ISO risk not in scope.

Raquel taking lead on citation formatting, Panos tracking down source info and formats as needed

Steve to work through formatting the document

Doug to complete cost benefit chart

All to give final review and approval by 10:30 BST

Doug to submit after Steve preps.

2021-09-08 18:30 - 19:00 BST

Raquel & Doug

Panos unable to meet due to work, Steven pending due to vacation, No word from Czeska

Final report format:

Why we made the choice we made , (500 ish)

full cost benefit analysis.

- Focus on TCO, biggest TCO input cost of software, cost of people to run your ERP
- Reuse Hoffman chart to partially explain total cost of ownership inputs

200-300

RE criticality on selection: (Raquel & Doug)

As mentioned in the status report

We narrowed the key requirements for an ERP within an midsized manufacturing operation that does not traditionally have IT development and support services as a core competency. ...

The top five requirements as **assessed by the experts** summarized into a couple paragraphs. (use the requirements consideration)

Also address the expert assessment methodology again.

200-300 ish words?

Risk analysis 600-700 (Steve & Doug)

DRP is actually ARP 300-400 (Panos & Doug)

2021-09-11 17:00 - 18:00 BST

Raquel, Steve, Panos, Doug

Apologies Czeska

SDLC to identified risks, (additional column,.... Risk can be in more than one SDLC)

Also need to associate these in the cost benefit table. Two separate views of the same thing but it was mentioned in the feedback so we'll try to accommodate.

BIA & DR details are done (Application recovery tab)

Build prelim docs in three individual docs and we'll edit them together . Pay no attention to word count, create as needed and then we edit.

Make a team 4 GIT repo to host all the documents we would include in appendices. (Doug to build.)

2021-09-18 07:00 MST - 00:30 MST

Online discussions with Panos, Raquel and Steve, completing the draft of the project with input from Panos & Steve.

Setting up a team email account for the git hub repo

IRM.PCOM7E.T4 @ gmail

R@NDumcr3ds

Repo username is irmteam4 , same pwd

Pages URL: <https://irmteam4.github.io/>

We can embed links directly in the index page to make sure they work, then use that URL for citation links. Make sure you upload files to the second repository gh-pages not main

https://irmteam4.github.io/ACME_IRM_Project_Status_Report.pdf

2021-09-19 13:00 BST - 16:45 BST

Raquel, Steve, Panos, Doug
Apologies Czeska

Finalized all the content, uploaded all backup data to the new git repo.
Committed through Turnit in, no issues found but they did find our git content.
Submitted assignment.
Project now complete.