# **Stakeholders Memorandum**

TO: IT Manager, Stakeholders

FROM: Stephen Omojuyigbe  
DATE: July 13, 2023  
SUBJECT: Internal IT Audit Findings and Recommendations

Dear Colleagues,

Please review the following information regarding the Botium Toys internal audit scope, goals, critical findings, summary and recommendations.

**Scope:**

The scope is defined as the entire security program at Botium Toys. This means all assets need to be assessed alongside internal processes and procedures, such as Accounting, End point detection, Firewalls, Intrusion detection system, Security information and event management (SIEM) tool.

**Goals:**

The goals for Botium Toys’ internal IT audit are:

● To adhere to the National Institute of Standards and Technology Cybersecurity

Framework (NIST CSF)

● Establish a better process for their systems to ensure they are compliant

● Fortify system controls

● Implement the concept of least permissions when it comes to user credential

management

● Establish their policies and procedures, which includes their playbooks

● Ensure they are meeting compliance requirements

**Critical findings** (must be addressed immediately):

Major controls that needs to be developed and implemented immediately are;

* Control of Least privilege
* Disaster recovery plan
* Password policies and Access control
* Intrusion Detection System (IDS)
* Backups
* Antivirus (AV) Software
* Manual monitoring, maintenance and intervention
* Closed-circuit television CCTV
* Locks
* Policies should be developed that will align with the General Data Protection Regulation (GDPR), Payment Card Industry Data Security Standard (PCI DSS) and System and Organizations Control (SOC type 1, SOC type 2)

**Findings** (should be addressed, but no immediate need):

Few controls needs to be addressed but not immediate though, such as the;

* Account management policies
* Separation of duties
* Encryption
* Password management system
* Time-controlled safe
* Adequate lighting
* Locking cabinets (for network gear)
* Signage indicating alarm service provider
* Fire detection and prevention (fire alarm, sprinkler system, etc.)

**Summary/Recommendations:**

To improve Botium Toy’s security posture, I will suggest at first that the CCTV, Locks which are physical controls be developed to protect physical assets. I also advise that Botium Toy as an organization develop and implement policies that will adhere to laid down regulations like the GDPR, PCI DSS and SOC type 1 and SOC type 2.