CYB 670

TEAM AGREEMENT & SCHEDULE

**TEAM AUSTRALIA**

04/17/22

## I. TEAM AGREEMENT

## A. Individual Contribution

This document should be a guide for individual tasking for the current team assignment. Through use of available group tools, each group member must enable the instructor to determine the group member's level of involvement and contribution to the final team product. Individual team members who do not document the level of team involvement and contribution to the final team product may have their individual grades reduced at the discretion of the instructor. Each group must seek and acknowledge their instructor's preference on this point.

# B. Desirable Team Behaviors

# Examples of desirable behaviors are punctuality, effective "listening," no harmful "groupthink," systematic documentation of important team communications and decisions, etc.

# C. Submission of Final Document

Team members will post all individual contributions to the team assignment in the team study group conference. Team members may find it helpful to use e-mail to improve timeliness for review of deliverables. Your team should ensure that the final assignment that has been reviewed by all team members before submission to the instructor.

## 

## D. Team Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Member names (underline preferred)** | **Telephone numbers** | **E-mail contacts** | **Guidelines for contact (including preferred days, emergency information, etc.)** |
| Cheyenne Pozar | 541-331-8783 | cheyennepozar@gmail.com | I’m on Pacific Standard Time (PST), but can be reached by email or Slack anytime. Texting to my phone number is also fine if necessary. |
| Vincent Wiggins | +491737628280 | vtwiggins@gmail.com |  |
| Jewel Smith | 3479354573 | jadasidon@gmail.com/jewelpsmith@gmail.com | Available 24/7 to respond on Slack |
| Emani Atkins | 443-381-4002 | emanikierra@gmail.com | Slack, Email, (EST) |
|  |  |  |  |
|  |  |  |  |

## E. Summary of Individual Member Strengths and Weaknesses (Self-Assessed)

|  |  |
| --- | --- |
| **Team member names** | **Individual areas of strength (e.g., good writer, editor, researcher, organizer, communicator, technology-adept, etc.)** |
| Cheyenne Pozar | Strengths**:** labs, report writing, editing; Weaknesses: keeping information in condensed form – tend to overdo it sometimes |
| Vince | I can write well, and I have good understanding of the technical aspects. I’m not the best researcher, I struggle with large content (many pages) as I must be very short with my messages in my career and have tailored my writing style towards my job. |
| Jewel | I am great at writing, editing, researching policies pertaining to cybersecurity. I am flexible and a great team player. However, I am OCD on submissions and styles which can be considered snobbish (lol). |
| Emani | Strengths: Research in many areas, editing. Weaknesses: Communication, Easygoing (sometimes too much) |
|  |  |
|  |  |

(**Note**: Honest self-assessment is important. You will want to use this information to help you distribute the work in a way that leverages your individual and team advantages.)

# II. TEAM WORK PLANS

This section is to be used as a guide for individual tasking. You must complete and submit this section for each of the four projects as prompted by the project steps.

# Team Individual Task Assignments and Timeline for Delivery

| **Task** | **Lead** | **Due** |
| --- | --- | --- |
| Coordinate development and production of team agreement | Cheyenne Pozar | 04/17/22 |
| Collect and organize team strengths and areas of weakness for inclusion in agreement | Cheyenne Pozar | 04/17/22 |
| Manage team meetings scheduling, transcripts, etc*.* (The person doing this task might be responsible for both the task and relationship aspects of the team processes. We suggest a subteam with a primary and backup member or with a division of labor by task and relationship focus.) | Cheyenne Pozar  (individual leads for the subteams detailed below) | 04/17/22 |

**Project 1 Timeline and Deliverables**

**Leads and Subteams:**

**Completed Cybersecurity Policy and Baseline Analysis Report:** Cheyenne

**Cyber Policy Report:** Jewel

**Security Baseline Report:** Emani (Lead) to collaborate with Vincent

**Forensic Analysis Report:** Cheyenne

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Due Dates** | **Sequential Schedule**  **Projects 1** | **Details/Submission** |
| 4 | **April 16** | **Project 1**  Step 2: Establish Team Agreement Plan | **Cheyenne:** Submit Team Agreement to team for review |
| 5 | **April 17** |  | **Zoom meeting: 11am EST**  **Cheyenne:** Team Agreement Plan submission to Professor |
| 6 | **April 18** | **Project 1**  Step 3: Research Your Country’s Policies | **Jewel:** Submit Completed Cyber Policy Matrix to Cheyenne |
| 7 | **April 19** | **Project 1**  Step 4: Determine Bad Actors  **Project 1**  Step 6: Prepare and Review Preliminary Conference Materials (Cybersecurity Matrix and Chain of Custody Form) | **Vincent and Emani:** Collaborate on Attribution Report  **Cheyenne:** Submit Preliminary Conference Materials to Professor and for other teams to review (Cyber Policy Matrix and Chain of Custody form) |
| **Week 2** | | | |
| 8 | **April 20** | **Project 1**  Step 4: Determine Bad Actors  **Project 1**  Step 7: Compare International Security Policies | **Emani:** Submit Draft Attribution Report to Cheyenne  **Cheyenne:** Submit Draft Attribution Report to Professor for review  **All:** Submit International Security Policy comparison information to Jewel (if other team information is hopefully available!) |
| 9 | **April 21** | **Project 1**  Step 8: Prepare the Network Security Checklist  **Project 1**  Step 9: Determine the Methodology and Create the Checklist | **Vincent and Emani:** Collaborate on Network Security Checklist  **Vincent and Emani:** Collaborate on Network Security Checklist |
| 10 | **April 22** | **Project 1**  Step 7: Compare International Security Policies  **Project 1**  Step 9: Determine the Methodology and Create the Checklist  **Project 1**  Step 10: Conduct the System Security Risk and Vulnerability Assessment  **Project 1**  Step 12: Analyze the Security Baseline of the Global Economic Summit | **Jewel:** Submit International Policy Matrix to Cheyenne  **Cheyenne:** Submit Draft International Policy Matrix to Professor for Review  **Emani:** Submit Network Security Checklist to Cheyenne  **Cheyenne:** Submit Draft Network Security Checklist to Professor for Review  **Vincent and Emani:** Collaborate on System Security Risk and Vulnerability Assessment  **Vincent and Emani:** Collaborate on Security Baseline of the Global Economic Summit (including Security Baseline Lab) |

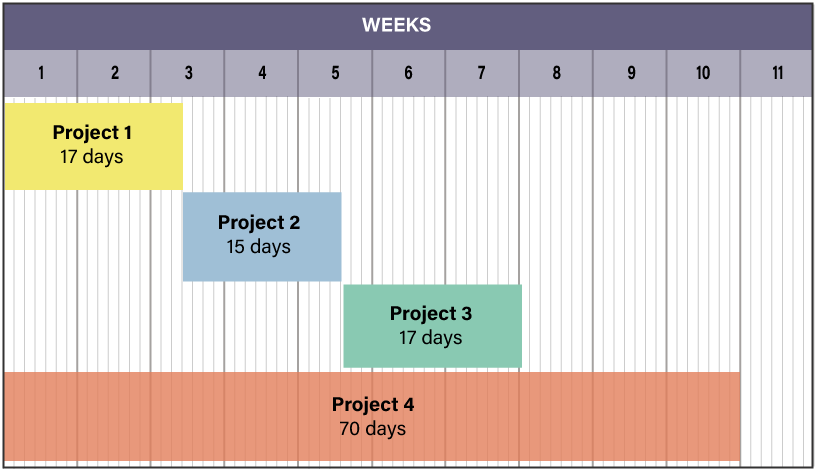
|  |  |  |  |
| --- | --- | --- | --- |
| 11 | **April 23** | **Project 1**  Step 11: Write the System Security Risk and Vulnerability Assessment Report  **Project 1**  Step 12: Analyze the Security Baseline of the Global Economic Summit | **Zoom Meeting Check-In: 11am (EST)**  **Vincent and Emani:** Collaborate on System Security Risk and Vulnerability Assessment  **Vincent and Emani:** Collaborate on Security Baseline of the Global Economic Summit (including Security Baseline Lab) |
| 13 | **April 25** | **Project 1**  Step 13: Analyze the International Domain  **Project 1**  Step 14: Compare Nations' Regulations  **Project 1**  Step 15: Review Key International Initiatives | **Cheyenne:** Submit Draft Digital Forensic Environment Review and Analysis to Professor for review  **Jewel:** Submit Transnational Legal Compliance Report to Cheyenne  **Cheyenne:** Submit Draft Transnational Legal Compliance Report to Professor for review  **Jewel:** Submit International Standards Report to Cheyenne  **Cheyenne:** Submit Draft International Standards Report to Professor for review |
| 14 | **April 26** | **Project 1**  Step 16: Compile the Cybersecurity Policy and Baseline Analysis Report | **Jewel:** Submit Completed Cyber Policy Report Section to Cheyenne  **Emani:** Submit Completed Security Baseline Report section to Cheyenne  **Cheyenne:** Complete Forensic Analysis Report section |
| **Week 3** | | | |
| 15 | **April 27** | Step 16: Compile the Cybersecurity Policy and Baseline Analysis Report | **Cheyenne:** Assemble Full Report |
| 16 | **April 28** | Step 16: Compile the Cybersecurity Policy and Baseline Analysis Report | **Cheyenne:** Submit Final Report to team for review |
| 17 | **April 29** | Step 16: Compile the Cybersecurity Policy and Baseline Analysis Report | **Cheyenne**: Submit Final Report to Professor on behalf of the team  **Rest of Team:** Submit your own individual Final Report to Professor |

# III. COMMITMENT

# Each member must acknowledge having read and agreeing with the tasking and proposed due dates listed in the final posting of the Team Agreement/Work Plan. You may do so by posting a note in the Study Group Conferences section or by sending a Private Message to your instructor and TA. Consult with your instructor on the preferred method of delivery.

# IV. TEAM SCHEDULE

# The following table illustrates the sequence of projects for this course.



The following schedule shows the sequence and pacing of steps for Projects 1-3, with a parallel schedule of steps in Project 4.

**Legend**

\* = individual submission

† = team submission

‡ = submission is assessed

**Week 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 1**  Step 1: Complete the Preparatory Exercises |  | Submit Preparatory Exercises screenshots \* |
| 2 | **Project 1**  Step 2: Establish Team Agreement Plan | **Project 4**  Step 1: Establish Team Agreement | Submit Section II of the Team Agreement Plan for both Project 1 and Project 4 † |
| 3 | **Project 1**  Step 3: Research Your Country’s Policies |  |  |
| 4 | **Project 1**  Step 4: Determine Bad Actors |  | Submit Attribution Report † |
| 5 |  | **Project 4**  Step 2: Preview ELITE | Watch ELITE Video 1, “ELITE Overview”  Complete ELITE Readings |
| 6 | **Project 1**  Step 5: Complete Chain of Custody Form |  |  |
| 7 | **Project 1**  Step 6: Prepare and Review Preliminary Conference Materials |  | Submit Preliminary Conference Materials † |

**Week 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 1**  Step 7: Compare International Security Policies | **Project 4**  Step 3: Compare Federal and State Policies | Project 1: Submit International Policy Matrix †  Project 4: Submit Federal and State Policy Comparison † |
| 2 | **Project 1**  Step 8: Prepare the Network Security Checklist |  |  |
| 3 | **Project 1**  Step 9: Determine the Methodology and Create the Checklist |  | Submit Network Security Checklist † |
| 4 | **Project 1**  Step 10: Conduct the System Security Risk and Vulnerability Assessment |  |  |
| 5 | **Project 1**  Step 11: Write the System Security Risk and Vulnerability Assessment Report |  | Submit System Security Risk and Vulnerability Report † |
| 6 | **Project 1**  Step 12: Analyze the Security Baseline of the Global Economic Summit |  | Security Baseline Report † |
| 7 | **Project 1**  Step 13: Analyze the International Domain |  |  |

**Week 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 1**  Step 14: Compare Nations' Regulations |  | Project 1: Submit Digital Forensic Environment Review and Analysis  Project 1: Submit Transnational Legal Compliance Report † |
| 2 | **Project 1**  Step 15: Review Key International Initiatives |  | Submit International Standards Report † |
| 3 | **Project 1**  Step 16: Compile the Cybersecurity Policy and Baseline Analysis Report |  | Complete Cybersecurity Policy and Baseline Analysis Report as a team, then submit individually † \* ‡ |
| 4 |  | **Project 4**  Step 4: Analyze the Interrelations in Cybersecurity | Participate in ELITE Industries Sharing Discussion |
| 5 | **Project 2**  Step 1: Establish Team Agreement Plan | **Project 4**  Step 5: Analyze the Impact of Policy on Research and Development | Project 2: Submit Section II of the Team Agreement Plan for Project 2 †  Project 4: Participate in ELITE Industries Sharing Discussion |
| 6 |  |  |  |
| 7 |  |  |  |

**Week 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 2**  Step 2: Identify Attack Vectors |  |  |
| 2 | **Project 2**  Step 3: Discuss Attack Vectors and Known Attribution |  |  |
| 3 | **Project 2**  Step 4: Analyze Attack Vectors and Known Attribution |  | Submit Attack Vector and Attribution Analysis † |
| 4 | **Project 2**  Step 5: Develop the Vulnerability Assessment Matrix |  | Submit Vulnerability Assessment Matrix † |
| 5 | **Project 2**  Step 6: Research Industry Best Practices and Countermeasures |  |  |
| 6 | **Project 2**  Step 7: Develop the Cybersecurity Risk Assessment |  | Submit Cybersecurity Risk Assessment † |
| 7 | **Project 2**  Step 8: Define Incident Response, Part 1 | **Project 4**  Step 6: Prepare for ELITE | Watch ELITE Video 2, “Preparation for ELITE”  Complete ELITE Readings |

**Week 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 2**  Step 9: Define Incident Response, Part 2 |  |  |
| 2 | **Project 2**  Step 10: Execute Incident Response |  | Submit Incident Response Plan † |
| 3 | **Project 2**  Step 11: Analyze Cyber Defense Information |  | Complete Required Lab Exercise \* |
| 4 | **Project 2**  Step 12: Share the Cyber Defense Information with Nations |  | Submit FVEY Indicator Sharing Report and post to FVEY Discussion † |
| 5 | **Project 2**  Step 13: Evaluate and Execute the DDoS Service-Level Agreement (SLA) |  | Submit Service Level Agreement † |
| 6 | **Project 2**  Step 14: Conduct Wireshark Packet Capture Analysis |  | Submit Lab Report \* |
| 7 | **Project 2**  Step 15: Develop Final Forensic Report |  | Submit Final Forensic Report \* |

**Week 6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 2**  Step 16: Deliver to Your CISO  **Project 3**  Step 1: Establish Team Agreement Plan |  | Submit Project 2 CISO Deliverable \* ‡  Submit Section II of the Team Agreement Plan for Project 3 † |
|
| 2 | **Project 3**  Step 2: Systems Locked Down: Respond to a Ransomware Attack! |  | Complete Required Lab Exercise \* |
| 3 | **Project 3**  Step 3: Respond to the Incident: SITREP #1 |  | Submit SITREP #1 † |
| 4 | **Project 3**  Step 4: Begin BCP: Investigate Software Assurance, Supply Chain Risks, Software Development Life Cycle Processes |  |  |
| 5 | **Project 3**  Step 5: Continue the BCP: Conduct Software Development Life Cycle Assessment |  | Submit Software Development Life Cycle Assessment † |
| 6 | **Project 3**  Step 6: Continue the BCP: Research and Develop the Software Development Matrix (Software Development Matrix and Evaluation) |  | Submit Software Development Matrix and Evaluation † |
| 7 | **Project 3**  Step 7: Submit the Business Continuity Plan for Review |  | Submit Business Continuity Plan Checklist † |

**Week 7**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | **Project 3**  Step 8: Submit Cyber Operations and Risk Management Briefing |  | Submit Cyber Operations and Risk Management Briefing † |
| 2 | **Project 3**  Step 9: Advance Situational Awareness: SITREP #2 |  | Submit SITREP #2 † |
| 3 | **Project 3**  Step 10: Conduct Digital Forensics eLab Exercise\* |  | Submit Digital Forensic Lab Report \* |
| 4 | **Project 3**  Step 11: Develop the Intelligence Debriefing |  | Submit Intelligence Debriefing † |
| 5 | **Project 3**  Step 12: Record and Submit the Lessons Learned Video |  | Submit Lessons Learned Video \* |
| 6 | **Project 3**  Step 13: Develop and Submit the Forensic Investigation Report |  | Submit Forensic Investigation Report \* |
| 7 | **Project 3**  Step 14: Deliver to Your CISO |  | Submit Project 3 CISO Deliverable \* ‡ |

**Week 8**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 |  | **Project 4**  Step 7: Analyze Key Elements of NIST Standards and Submit the Team Report | Submit Team Sector Brief † |
| 2 |  | **Project 4**  Step 8: Develop the Digital Forensic Compilation Report-Out | Submit Compilation Report-Out \* |
| 3 |  | **Project 4**  Step 9: Provide Digital Forensic Expert Testimony | Submit Expert Testimony Video \* |
| 4 |  | **Project 4**  Step 10: Develop the Risk Profile | Submit Risk Profile † |
| 5 |  | **Project 4**  Step 11: Develop the Risk Threat Matrix | Submit Risk Threat Matrix † |
| 6 |  | **Project 4** Step 12: Prepare ELITE Roles | Watch ELITE Video 1, “How ELITE Works”  Complete ELITE Readings  Submit ELITE Agreement information to your CISO (Instructor) † |
| 7 |  | **Project 4** Step 13: Complete ELITE Agreement | Complete the ELITE agreement by entering the roles and responsibilities into ELITE † |

**Week 9**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 |  | **Project 4**  Step 14: Begin ELITE | **Round 1, Day 1**  Team can begin making decisions for Round 1 |
| 2 |  |  | **Round 1, Day 2**  Make Round 1 decisions no later than 11:59 p.m. |
| 3 |  |  | **Round 1, Day 3**  Round 1 “attacks” begin and conclude  CISO (Instructor) provides team with Round 1 Debrief Report  **End of Round 1** |
| 4 |  | **Project 4**  Step 15: Respond to ELITE | **Round 2, Day 1**  Team reviews Round 1 Debrief Report and results and begins After Action Report 1 (AAR 1)  Team can begin making new decisions for Round 2 |
| 5 |  |  | **Round 2, Day 2**  Submit AAR 1 and share to ELITE Industries Sharing Discussion †  Make Round 2 decisions no later than 11:59 p.m. |
|
| 6 |  |  | **Round 2, Day 3**  Round 2 “attacks” begin and conclude  CISO (Instructor) provides team with Round 2 Debrief Report  End of Round 2 |
| 7 |  |  | **Round 3, Day 1**  Team reviews Round 2 Debrief Report and results and begins After Action Report 2 (AAR 2)  Team can begin making decisions for Round 3 |

**Week 10**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 |  | **Project 4**  Step 16: Complete ELITE | **Round 3, Day 2**  Submit AAR 2 and share to ELITE Industries Sharing Discussion †  Make Round 3 decisions no later than 11:59 p.m. |
|
|
| 2 |  |  | **Round 3, Day 3**  Round 3 “attacks” begin and conclude  CISO (Instructor) provides team with Round 3 Debrief Report  End of Round 3 |
| 3 |  |  | Team reviews Debrief Report and begins After Action Report (AAR 3) |
| 4 |  | **Project 4**  Step 17: Submit AAR #3 | Submit AAR 3 and share to ELITE Industries Sharing Discussion † |
|
| 5 |  | **Project 4**  Step 18: Compile the Cyber Sector Risk Profile | Submit Cyber Sector Risk Profile † |
| 6 |  | **Project 4**  Step 19: Summarize the Lessons Learned from ELITE Results | Submit Lessons Learned from ELITE † |
| 7 |  | **Project 4**  Step 20: Deliver to Your CISO | Submit Project 4 CISO Deliverable \* ‡ |

**Week 11**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Sequential Schedule**  **Projects 1-3** | **Concurrent Schedule**  **Project 4** | **Details/Submission** |
| 1 | Final deliverable resubmission period |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |