

Security and Risk Management Module
Group 1 Meeting Minutes – Assignment 1
27th August 2022

Attendees : Jane Aldridge, Pearce Begley, Shailender Kudachi, Beatrice Mutegi

Enclosed are the actions and meeting notes, for the kick-off meeting for the first team assignment:

- E-portfolio
 - The e-portfolio for the module is worth 40% of the course grade and so it is important that any artefacts which are produced as part of the analysis for the first assignment, are uploaded to e-portfolio
 - It was agreed that all artefacts would be shared amongst the team and uploaded to each team members portfolio
- In terms of a plan for the project the following milestones were agreed :
 - Week 1 (Saturday 27th August to Friday 2nd September)
 - Research digitalization of similar organizations, in order to come up with the proposed changes
 - Complete the background reading for units 1 to 6 (action : all team members)
 - Research similar risk assessments, for small companies which are not yet fully digitalized and have little automation (action : all team members)
 - Agree the risk methodology and approach to be used for the risk assessment after completing the background reading (action : all team members), with justifications
 - Agree the approach for the risk and threat modelling exercise (action : all team members)

- Gather information to support the analysis of risks and security issues
(action: all team members)
 - Research the regulations which will apply in this case, such as GDPR
(action: all team members)
- Week 2 (Saturday 3rd September to Friday 9th)
 - Use UML to produce use cases and class diagrams for the case study
(action: tbd)
 - Create a list of proposed changes for the digitalisation process (action : tbd)
 - Complete a risk and threat modelling exercise which evaluates the threats and risks of the changes involved in the digitalisation process
(action : tbd)
 - Document a list of the risk mitigations for the risks and threats identified (action : tbd)
- Week 3 (Saturday 10th September to Monday 19th)
 - Complete the proposed timeline
 - Write the risk assessment
 - Complete the executive summary
 - Submit the final version
- Next team meeting
 - It was agreed that either a Friday, Saturday or Sunday was the best time for a team meeting
 - The plan is to meet again on the 3rd September (time tbd)

Key Process Steps

Risk Assessment of digitalization process (including non IT risks)



1) List of proposed changes for digitalization



2) Determine risk assessment method & justify why this risk method was selected



3) Complete a risk and threat modelling exercise for the proposed changes



4) Document the mitigations and risks for the proposed changes



5) Put together a timeline and proposal

- a. Plan (gantt chart)
- b. Number of resources required
- c. Man day estimate and duration
- d. Type of resources required
- e. Proposed phases to mitigate the risk
- f. Impact to business



6) Executive Summary