

Study Plan — CCISO Textbook

All User Stories & Template

A polished, output-driven set of user story cards covering Domains 1–5.

How to Use This Document

Use the blank card to add or adjust stories. Each domain below contains multiple ready-to-execute cards aligned to the lesson plan.

Blank Story Card (Duplicate & Fill)

| | |
|---|------------------------------------|
| ID-XXXX — Short, Action-Oriented Title | |
| Epic / Feature | Domain/Chapter or Capability |
| Business Value | Concise outcome (why this matters) |
| Priority / Estimate | Priority: Must SP: 3 |
| Persona | primary persona |
| Dependencies | key upstream/downstream |
| Assumptions / Risks | assumptions <i>Risks:</i> risks |
| Story <i>As a persona, I want to Short, Action-Oriented Title so that Concise outcome.</i> | |
| Non-Functional | |
| <div>Performance</div> | |
| <div>Security</div> | |
| <div>Reliability</div> | |
| <div>Accessibility</div> | |
| <div>Privacy</div> | |
| <div>i18n</div> | |
| Acceptance Criteria (BDD) | |
| Scenario Happy path Given ... When ... Then ... | |
| Scenario Negative / edge Given ... When ... Then ... | |
| Tasks | |
| <input type="checkbox"/> First concrete task (commands/paths/files where useful). | |
| <input type="checkbox"/> Second concrete task. | |
| <input type="checkbox"/> Third concrete task. | |
| <input type="checkbox"/> Validation: job summary/dashboard shows metric(s) A/B/C. | |
| Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged. | |

Domain 1 — Governance & Risk Management

D1-01 — Establish Governance Charter

| | |
|----------------------------|---|
| Epic / Feature | Domain 1 — Governance & Risk Management |
| Business Value | Board-aligned mandate defining roles, scope, decision rights, and metrics |
| Priority / Estimate | Priority: Must SP: 5 |
| Persona | CISO |
| Dependencies | Org strategy; legal/compliance; exec sponsor |
| Assumptions / Risks | Policies exist in draft; governance board available <i>Risks:</i> Delayed approvals; unclear appetite |

Story *As a CISO, I want to **publish a Governance Charter** so that **security objectives and metrics align to strategy and risk appetite**.* Non-Functional

Security

Reliability

Acceptance Criteria (BDD)

Scenario

Charter approved

Given a drafted charter and stakeholder feedback

When the sponsor signs and comms are published

Then the charter is versioned and visible on the intranet

Tasks

- ☐ Draft charter (scope, roles, cadence)
- ☐ Define risk appetite statement and governance metrics (KPI/KRI)
- ☐ Stakeholder review and approval routing
- ☐ Publish to intranet and policy repo

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D1-02 — Policy Manual & Standards Catalog

| | |
|----------------------------|--|
| Epic / Feature | Domain 1 — Governance & Risk Management |
| Business Value | Single source of truth for policies and technical standards with lifecycle control |
| Priority / Estimate | Priority: Must SP: 5 |
| Persona | Policy Owner |
| Dependencies | Charter approved; SMEs available |
| Assumptions / Risks | Existing scattered documents <i>Risks</i> : Inconsistent guidance; audit findings |

Story *As a **Policy Owner**, I want to **publish a policy manual and standards catalog** so that **teams use consistent, approved guidance**.* **Non-Functional**

Security

Reliability

Accessibility

Acceptance Criteria (BDD)

Scenario

Manual published
Given policy drafts exist
When they are normalized and merged
Then a versioned manual with review dates exists

Scenario

Standards mapped
Given standards per domain are drafted
When they link to policies and controls
Then a catalog exists with owners, review cadence

Tasks

- ☐ Inventory policies/standards; normalize format
- ☐ Define policy lifecycle (draft, approve, communicate, attest, review)
- ☐ Publish catalog with owners and review cadence
- ☐ Set up attestation workflow

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D1-03 — Risk Management Policy & Procedure

| | |
|----------------------------|---|
| Epic / Feature | Domain 1 — Governance & Risk Management |
| Business Value | Consistent risk assessments and treatments with acceptance criteria |
| Priority / Estimate | Priority: Must SP: 5 |
| Persona | Risk Manager |
| Dependencies | Framework chosen (ISO 31000/27005 or NIST); tool available |
| Assumptions / Risks | Limited risk data <i>Risks</i> : Inconsistent scoring; unapproved residual risk |

Story *As a **Risk Manager**, I want to **establish risk policy and procedures** so that **risks are identified, analyzed, treated and accepted consistently**.* **Non-Functional**

Security

Reliability

Privacy

Acceptance Criteria (BDD)

Scenario

Procedure approved
Given draft policy and workflow
When leadership approves
Then the procedure is published with templates

Tasks

- ☐ Select framework and scales; define acceptance thresholds
- ☐ Create templates (register, assessment, treatment plan)
- ☐ Train stakeholders; pilot on two business processes
- ☐ Publish results and lessons learned

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D1-04 — Baseline Risk Register & Acceptance Rules

Epic / Feature Domain 1 — Governance & Risk Management
Business Value Centralized, prioritized view of enterprise risks and decisions
Priority / Estimate Priority: Must SP: 3
Persona Risk Analyst
Dependencies Risk policy in place; SMEs
Assumptions / Risks Sparse inventory *Risks:* Gaps in coverage; duplicate entries

Story *As a Risk Analyst, I want to seed a risk register and acceptance criteria so that decision makers see prioritized risks and owners. Non-Functional*

Security

Reliability

Acceptance Criteria (BDD)

Scenario

Register created
Given inputs from audits, incidents, assessments
When entries are normalized and scored
Then the register shows owner, treatment, due dates

Tasks

- ☐ Create repository (/governance/risk/register.csv or tool)
- ☐ Import initial risks (top 20); normalize and score
- ☐ Assign owners and due dates; define acceptance thresholds
- ☐ Publish dashboard/baseline report

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D1-05 — Compliance Obligations Map

Epic / Feature Domain 1 — Governance & Risk Management
Business Value Traceability from laws/regs to policies, controls and evidence
Priority / Estimate Priority: Should SP: 3
Persona Compliance Lead
Dependencies List of obligations; control catalog
Assumptions / Risks Ambiguous mappings *Risks*: Audit gaps

Story *As a Compliance Lead, I want to map obligations to controls so that evidence and ownership are clear for audits.* **Non-Functional**

Security

Privacy

Acceptance Criteria (BDD)

Scenario

Mapping complete
Given obligations list exists
When each clause is mapped
Then every clause has a control/evidence/owner

Tasks

- ☐ Collect obligations (SOX, PCI DSS, HIPAA, GLBA, etc.)
- ☐ Map to policies and control IDs
- ☐ Record evidence location and owner per mapping
- ☐ Publish matrix and review quarterly

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D1-06 — Privacy Principles Integration

| | |
|----------------------------|--|
| Epic / Feature | Domain 1 — Governance & Risk Management |
| Business Value | Policy and control updates reflecting privacy principles and data subject rights |
| Priority / Estimate | Priority: Could SP: 3 |
| Persona | Privacy Officer |
| Dependencies | Data classification; legal review |
| Assumptions / Risks | Legacy data handling Risks: Non-compliance risk |

Story *As a **Privacy Officer**, I want to embed privacy principles in policies/controls so that processing aligns with regulatory expectations.* **Non-Functional**

Privacy

Security

Acceptance Criteria (BDD)

Scenario

Principles applied

Given policy set exists

When privacy requirements are added

Then policies list lawful basis, minimization, retention

Tasks

- ☐ Review policies for privacy gaps
- ☐ Add consent/lawful basis, retention, DSAR handling
- ☐ Update training and attestation

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D1-07 — Governance Metrics Dashboard

Epic / Feature

Domain 1 — Governance & Risk Management

Business Value

Executive visibility via KPI/KRI set and reporting cadence

Priority / Estimate

Priority: Should SP: 3

Persona

CISO

Dependencies

Data sources; BI tool

Assumptions / Risks

Data quality issues *Risks:* Misinterpretation

Story *As a CISO, I want to **publish governance metrics** so that **leadership tracks outcomes and trends**.* Non-Functional

Performance

Reliability

Acceptance Criteria (BDD)

Scenario

Dashboard live

Given metric definitions exist

When data is connected

Then dashboards show baseline and targets

Tasks

- ☐ Define metrics and owners
- ☐ Connect data sources; build dashboard
- ☐ Schedule monthly review and QBR snapshot

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D1-08 — Policy Attestation Workflow

Epic / Feature Domain 1 — Governance & Risk Management
Business Value Evidence that staff acknowledged policies on cadence
Priority / Estimate Priority: Could SP: 2
Persona Compliance Officer
Dependencies IDP/email system

Assumptions / Risks Low completion rates *Risks:* Stale attestations

Story *As a **Compliance Officer**, I want to **automate policy attestation** so that **evidence exists for audits**.* **Non-Functional**

Security

Accessibility

Acceptance Criteria (BDD)

Scenario

Attestations recorded
Given AD groups exist
When campaign is launched
Then completion is tracked and reminders sent

Tasks

- ☐ Configure campaign; target audiences
- ☐ Send notifications; track completions
- ☐ Export attestation report to evidence store

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

Domain 2 — Security Risk Management, Controls & Audit

D2-01 — Baseline Control Framework

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit
Business Value Unified control catalog with test procedures and evidence locations
Priority / Estimate Priority: Must SP: 5
Persona Risk Manager
Dependencies Framework chosen; evidence store
Assumptions / Risks Over-scoping *Risks:* Duplicate controls

Story *As a Risk Manager, I want to publish a control catalog so that audits use a single, testable baseline.* **Non-Functional**

Security

Reliability

Acceptance Criteria (BDD)

Scenario

Catalog published

Given controls mapped to requirements

When catalog merged to /governance/controls/

Then each control lists owner, frequency, test, evidence link

Scenario

Audit readiness

Given an auditor requests samples

When the control is tested

Then results and CAPA are recorded

Tasks

- ☐ Import framework controls; normalize IDs
- ☐ Add owners, frequencies, test procedures
- ☐ Link policies/standards and dashboards
- ☐ Pilot internal test on 5 controls

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D2-02 — Access Control Policy & SoD

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Clear identity lifecycle rules with segregation-of-duties

Priority / Estimate Priority: Must SP: 3

Persona IAM Lead

Dependencies HR feed; ticketing system

Assumptions / Risks Shadow access *Risks:* Excess privileges

Story *As an IAM Lead, I want to **publish access control policy and SoD** so that **joiner/-mover/leaver is enforced and risk reduced**.* **Non-Functional**

Security

Privacy

Acceptance Criteria (BDD)

Scenario

Policy approved

Given draft policy exists

When stakeholders approve

Then policy is published with examples and SoD matrix

Tasks

- ☐ Define roles, SoD matrix, review cadence
- ☐ Document joiner/mover/leaver workflow
- ☐ Automate access review reminders

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D2-03 — Compliance Management SOP

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Repeatable compliance calendar and evidence collection

Priority / Estimate Priority: Should SP: 3

Persona Compliance Lead

Dependencies Obligation map; owners

Assumptions / Risks Missed deadlines *Risks:* Evidence gaps

Story *As a Compliance Lead, I want to run a compliance calendar with SOP so that evidence is timely and complete. Non-Functional*

Reliability

Security

Acceptance Criteria (BDD)

Scenario

Calendar active

Given obligations are known

When events are scheduled

Then reminders and checklists exist per event

Tasks

- ☐ Create calendar with owners and due dates
- ☐ Standardize evidence naming and storage
- ☐ Run monthly checkpoint meeting

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D2-04 — Annual Audit Plan & CAPA

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit
Business Value Planned audits with corrective/preventive actions tracked to closure
Priority / Estimate Priority: Must SP: 5
Persona Internal Auditor
Dependencies Control catalog; risk register
Assumptions / Risks Scope creep *Risks*: Unowned actions

Story *As an Internal Auditor, I want to publish an audit plan and CAPA process so that issues are addressed and verified.* **Non-Functional**

Reliability

Performance

Acceptance Criteria (BDD)

Scenario

Plan approved
Given draft plan exists
When audit committee approves
Then plan is published with timelines

Scenario

CAPA closed
Given findings are logged
When actions are assigned
Then verification evidence is stored

Tasks

- ☐ Prioritize audits by risk
- ☐ Publish plan with sampling approach
- ☐ Create CAPA workflow; dashboards for status
- ☐ Hold monthly follow-ups

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D2-05 — Evidence Repository & Sampling

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Central evidence with consistent sampling instructions

Priority / Estimate Priority: Should SP: 3

Persona Auditor

Dependencies Storage system; versioning

Assumptions / Risks Inconsistent files *Risks:* Missing timestamps

Story *As an Auditor, I want to **standardize evidence storage and sampling** so that **audits are repeatable and defensible**.* **Non-Functional**

Reliability

Acceptance Criteria (BDD)

Scenario

Evidence standardized

Given templates exist

When teams use them

Then files include timestamps, owner, system, scope

Tasks

- ☐ Create evidence templates and directory structure
- ☐ Document sampling sizes per control/type
- ☐ Train teams; spot-check usage

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D2-06 — Control Effectiveness Metrics

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Quantified view of control health and failures

Priority / Estimate Priority: Should SP: 3

Persona CISO

Dependencies BI tool; control catalog

Assumptions / Risks Gaming metrics *Risks*: Data latency

Story *As a CISO, I want to track control effectiveness so that we prioritize improvements by impact. Non-Functional*

Performance

Reliability

Acceptance Criteria (BDD)

Scenario

Dashboard live

Given metrics are defined

When data is connected

Then weekly/quarterly views show trends and failures

Tasks

- ☐ Define metrics per control category
- ☐ Connect data; build dashboards
- ☐ Set review cadence with owners

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D2-07 — SOX/PCI Mapping Exercise

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Confidence that critical regulations are fully covered

Priority / Estimate Priority: Could SP: 2

Persona Compliance Analyst

Dependencies Obligation map; control catalog

Assumptions / Risks Gaps unspotted *Risks*: Audit surprises

Story *As a Compliance Analyst, I want to map SOX/PCI clauses to controls so that we confirm coverage and evidence.* **Non-Functional**

Security

Reliability

Acceptance Criteria (BDD)

Scenario

Mapping complete

Given clause list exists

When each clause maps to controls

Then evidence and owners are verified

Tasks

- ☐ Build mapping spreadsheet
- ☐ Review with control owners
- ☐ Publish gap list and remediation items

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D2-08 — Identity Reviews & Recertification

Epic / Feature Domain 2 — Security Risk Management, Controls & Audit

Business Value Periodic access reviews with sign-off and exceptions handling

Priority / Estimate Priority: Could SP: 2

Persona IAM Lead

Dependencies Directory; app lists

Assumptions / Risks Review fatigue *Risks:* Stale entitlements

Story *As an IAM Lead, I want to **run periodic access reviews** so that **excessive privileges are removed**.* **Non-Functional**

Security

Privacy

Acceptance Criteria (BDD)

Scenario

Reviews completed

Given review windows are open

When owners certify or revoke

Then exceptions are documented and tracked

Tasks

- ☐ Schedule campaigns per system
- ☐ Generate reviewer lists and instructions
- ☐ Track completion and exceptions; archive results

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

Domain 3 — Security Program Management & Operations

D3-01 — Program Roadmap & Quarterly OKRs

Epic / Feature Domain 3 — Program Management & Operations
Business Value Multi-year capability plan and measurable quarterly outcomes
Priority / Estimate Priority: Must SP: 5
Persona Program Manager
Dependencies Strategy; budget guardrails
Assumptions / Risks Overcommitment *Risks:* Misaligned priorities
Story *As a Program Manager, I want to publish a roadmap and OKRs so that security investments deliver outcomes. Non-Functional*

Performance

Reliability

Acceptance Criteria (BDD)

Scenario

Roadmap approved

Given draft exists

When governance board approves

Then timeline and dependencies are published

Tasks

- ☐ Define capabilities and milestones (12–24 months)
- ☐ Set quarterly OKRs and metrics
- ☐ Publish roadmap; review each quarter

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D3-02 — Incident Response Plan & Tabletop

Epic / Feature Domain 3 — Program Management & Operations

Business Value Rehearsed breach response with roles and SLAs

Priority / Estimate Priority: Must SP: 5

Persona IR Lead

Dependencies SIEM; on-call; comms

Assumptions / Risks Slow comms *Risks:* Role confusion

Story *As an IR Lead, I want to publish an IR plan and run a tabletop so that we validate detection-to-recovery.* **Non-Functional**

Security

Reliability

Performance

Acceptance Criteria (BDD)

Scenario

Plan approved

Given runbook drafted

When stakeholders approve

Then versioned plan is in repo

Scenario

Tabletop executed

Given scenario is prepared

When simulation is run end-to-end

Then issues are captured and actions assigned

Tasks

- ☐ Write runbook (triage, containment, eradication, recovery, comms)
- ☐ Define SEV levels and timelines
- ☐ Schedule tabletop; after-action report
- ☐ Update runbook

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D3-03 — BCP/DR Playbooks & RTO/RPO

Epic / Feature Domain 3 — Program Management & Operations

Business Value Resilience targets validated for critical services

Priority / Estimate Priority: Must SP: 5

Persona Resilience Lead

Dependencies Asset inventory; owners

Assumptions / Risks Unrealistic targets *Risks:* Unpracticed steps

Story *As a Resilience Lead, I want to publish BCP/DR playbooks with RTO/RPO so that critical services recover predictably.* **Non-Functional**

Reliability

Performance

Acceptance Criteria (BDD)

Scenario

Playbooks approved

Given drafts exist

When owners approve

Then RTO/RPO per service are recorded

Scenario

Test executed

Given a DR test is scheduled

When failover is performed

Then results and gaps are documented

Tasks

- ☐ Identify critical services and dependencies
- ☐ Document playbooks and contacts
- ☐ Schedule DR test; capture results
- ☐ Remediate and retest when needed

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D3-04 — Vulnerability Management Process

Epic / Feature Domain 3 — Program Management & Operations
Business Value Risk-based patching and remediation workflow with SLAs
Priority / Estimate Priority: Must SP: 5
Persona VM Lead
Dependencies Scanner; ticketing; owners
Assumptions / Risks Backlogs grow *Risks:* Exceptions untracked

Story *As a VM Lead, I want to **run a risk-based VM process** so that **critical exposures are remediated on SLA**.* Non-Functional

Security

Performance

Acceptance Criteria (BDD)

Scenario

Process running
Given assets are scanned
When findings are triaged by risk
Then tickets are created and tracked to SLA

Tasks

- ☐ Define severity/risk model; set SLAs
- ☐ Integrate scanner with ticketing
- ☐ Weekly triage; monthly metrics
- ☐ Exception management workflow

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D3-05 — Logging/SIEM Use Case Catalog

Epic / Feature Domain 3 — Program Management & Operations
Business Value Detectable behaviors prioritized by risk and feasibility
Priority / Estimate Priority: Should SP: 3
Persona Detection Engineer
Dependencies SIEM; data sources
Assumptions / Risks Noise *Risks:* Alert fatigue

Story *As a Detection Engineer, I want to publish a use case catalog so that detections are risk-aligned and testable. Non-Functional*

Security

Performance

Acceptance Criteria (BDD)

Scenario

Catalog published
Given threats are prioritized
When detections authored
Then test cases and owners are listed

Tasks

- ☐ Inventory data sources and gaps
- ☐ Define top 15 use cases; add test data
- ☐ Publish detection runbook and owners

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D3-06 — Awareness & Training Program

Epic / Feature Domain 3 — Program Management & Operations
Business Value Behavioral change through targeted content and measurement
Priority / Estimate Priority: Should SP: 3
Persona Awareness Lead
Dependencies LMS; comms
Assumptions / Risks Low engagement *Risks:* No behavior shift

Story *As an Awareness Lead, I want to run a targeted training program so that measurable behaviors improve.* **Non-Functional**

Accessibility

Security

Acceptance Criteria (BDD)

Scenario

Program live
Given audiences defined
When content and schedule set
Then metrics show completion and phish-resist scores

Tasks

- ☐ Segment audiences and objectives
- ☐ Build content calendar and campaigns
- ☐ Measure outcomes; iterate quarterly

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D3-07 — Change Management Integration

Epic / Feature Domain 3 — Program Management & Operations
Business Value Security reviews embedded in change and release processes
Priority / Estimate Priority: Could SP: 2
Persona Change Manager
Dependencies ITSM; CAB schedule
Assumptions / Risks Shadow changes *Risks:* Late review

Story *As a **Change Manager**, I want to **embed security checks in change mgmt** so that **risk is assessed before deployment**. Non-Functional*

Reliability

Security

Acceptance Criteria (BDD)

Scenario

CAB gates active
Given change types labeled
When risk questions answered
Then security approvals required for high-risk

Tasks

- ☐ Define security questions and thresholds
- ☐ Update change forms and workflows
- ☐ Train CAB; monitor compliance

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

Domain 4 — Information Security Core Concepts

D4-01 — Access Control Standard & UAR

Epic / Feature Domain 4 — Information Security Core Concepts
Business Value Approved models and user access reviews for joiner/mover/leaver
Priority / Estimate Priority: Must SP: 3
Persona Security Architect
Dependencies IAM; HR feed
Assumptions / Risks Legacy model *Risks:* Manual reviews

Story *As a Security Architect, I want to publish an access control standard and UAR process so that access is appropriate and reviewed. Non-Functional*

Security

Privacy

Acceptance Criteria (BDD)

Scenario

Standard adopted
Given model and rules defined
When teams review and sign off
Then quarterly UAR cadence is live

Tasks

- ☐ Document models (RBAC/ABAC), SoD, review frequency
- ☐ Define UAR workflow and evidence
- ☐ Publish exceptions process

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D4-02 — Cryptography Standard & KMS

Epic / Feature Domain 4 — Information Security Core Concepts
Business Value Consistent, secure use of approved algorithms and key lifecycle
Priority / Estimate Priority: Should SP: 3
Persona Security Architect
Dependencies KMS/HSM; app owners
Assumptions / Risks Legacy ciphers *Risks*: Ad-hoc keys

Story *As a Security Architect, I want to publish a crypto standard so that systems use approved algorithms with managed keys.* **Non-Functional**

Security

Privacy

Reliability

Acceptance Criteria (BDD)

Scenario

Standard adopted
Given approved algorithms and lifecycles listed
When teams sign off
Then non-compliant suites are remediated

Tasks

- ☐ Draft algorithms, TLS profiles, sizes
- ☐ Document key lifecycle (gen/rotate/escrow/revoke/destroy)
- ☐ Create exceptions and remediation plan

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D4-03 — Logging & Retention Standard

| | |
|----------------------------|--|
| Epic / Feature | Domain 4 — Information Security Core Concepts |
| Business Value | Consistent telemetry with retention mapped to legal/privacy requirements |
| Priority / Estimate | Priority: Should SP: 3 |
| Persona | Security Engineer |
| Dependencies | SIEM; storage |
| Assumptions / Risks | Gaps <i>Risks</i> : Excess retention |

Story *As a Security Engineer, I want to define logging/retention standards so that evidence and detection are reliable.* **Non-Functional**

Security

Privacy

Reliability

Acceptance Criteria (BDD)

Scenario

Standard published

Given sources and formats defined

When retention set per class

Then teams configure shipping and verify

Tasks

- ☐ List required logs per system
- ☐ Define schemas and timestamps; time sync policy
- ☐ Map retention to privacy/legal; update SIEM pipelines

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D4-04 — Digital Forensics SOP

Epic / Feature Domain 4 — Information Security Core Concepts
Business Value Evidence preservation and chain-of-custody processes
Priority / Estimate Priority: Should SP: 3
Persona Forensics Lead
Dependencies Case management; storage
Assumptions / Risks Spoiled evidence *Risks:* Unusable findings

Story *As a Forensics Lead, I want to publish a forensics SOP so that evidence handling is defensible.* Non-Functional

Security

Reliability

Acceptance Criteria (BDD)

Scenario

SOP approved
Given procedures drafted
When legal signs off
Then forms for custody and reporting exist

Tasks

- ☐ Write acquisition/preservation/analysis/report sections
- ☐ Create chain-of-custody template
- ☐ Train IR team; run a dry run

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D4-05 — Secure SDLC Policy & CI Gates

Epic / Feature Domain 4 — Information Security Core Concepts
Business Value Embedded security checks across SDLC with CI pipeline gates

Priority / Estimate Priority: Must SP: 5

Persona AppSec Lead

Dependencies Repo; CI; scanners

Assumptions / Risks Developer friction *Risks:* False positives

Story *As an AppSec Lead, I want to publish secure SDLC policy and CI gates so that defects are prevented earlier.* **Non-Functional**

Security

Performance

Acceptance Criteria (BDD)

Scenario

Gates active

Given policy defines required checks

When CI runs SAST/SCA/DAST/IaC

Then builds fail on thresholds; exceptions tracked

Tasks

- ☐ Define policy: required checks and thresholds
- ☐ Integrate scanners into CI
- ☐ Create exception workflow and dashboards

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D4-06 — Physical Security Integration

Epic / Feature Domain 4 — Information Security Core Concepts
Business Value Alignment between physical access and information security
Priority / Estimate Priority: Could SP: 2
Persona Security Architect
Dependencies Facilities; badge system; CCTV
Assumptions / Risks Tailgating *Risks*: Unlinked revocations

Story *As a Security Architect, I want to align physical and logical access so that risk is reduced across domains.* **Non-Functional**

Security

Reliability

Acceptance Criteria (BDD)

Scenario

Feeds integrated
Given badge data exists
When feeds linked to IAM
Then joiner/mover/leaver applies to badges

Tasks

- ☐ Document integration points
- ☐ Implement feed to IAM or SIEM
- ☐ Create periodic reconciliation report

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

Domain 5 — Strategic Planning, Finance, Procurement & Vendor Management

D5-01 — 3-Year Security Strategy & Investment Thesis

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management

Business Value Board-ready strategy translating risk to funded capabilities

Priority / Estimate Priority: Must SP: 5

Persona CISO

Dependencies Enterprise strategy; risk register

Assumptions / Risks Budget limits *Risks:* Shifting priorities

Story *As a CISO, I want to **publish a 3-year strategy and investment thesis** so that **funding aligns to risk and outcomes**.* **Non-Functional**

Performance

Reliability

Acceptance Criteria (BDD)

Scenario

Strategy approved

Given draft strategy exists

When executives approve

Then portfolio and milestones are baselined

Tasks

- ☐ Write executive narrative and capability map
- ☐ Prioritize portfolio; define success metrics
- ☐ Publish roadmap and review cadence

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D5-02 — Financial Plan & Budget Model

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management

Business Value Transparent run/grow/transform budget with ROI/TCO views

Priority / Estimate Priority: Must SP: 5

Persona Finance Partner

Dependencies Tooling; vendor quotes

Assumptions / Risks Cost overruns *Risks:* Underfunded ops

Story *As a **Finance Partner**, I want to **build a financial plan** so that **spend is justified and tracked**.* **Non-Functional**

Performance

Acceptance Criteria (BDD)

Scenario

Plan approved

Given inputs collected

When scenario model prepared

Then budget submitted and approved

Tasks

- ☐ Collect OPEX/CAPEX inputs; model scenarios
- ☐ Define ROI/TCO and benefits tracking
- ☐ Publish monthly forecast dashboard

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

D5-03 — RFI/RFP & SLA Template Pack

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management

Business Value Consistent sourcing artifacts and enforceable service levels

Priority / Estimate Priority: Should SP: 3

Persona Sourcing Lead

Dependencies Legal; SMEs

Assumptions / Risks Ambiguous bids *Risks:* Weak SLAs

Story *As a Sourcing Lead, I want to **publish RFI/RFP and SLA templates** so that vendors are evaluated consistently.* **Non-Functional**

Reliability

Acceptance Criteria (BDD)

Scenario

Templates published

Given requirements gathered

When templates finalized

Then evaluation matrix and SLA catalog exist

Tasks

- ☐ Draft templates and scoring matrix
- ☐ Define SLA/KPI catalog and penalties
- ☐ Publish pack; train evaluators

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D5-04 — Vendor Tiering & Due Diligence

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management

Business Value Risk-based tiers with questionnaires and evidence lists

Priority / Estimate Priority: Must SP: 4

Persona TPRM Lead

Dependencies Vendor list; owners

Assumptions / Risks Shadow IT *Risks:* Incomplete reviews

Story *As a TPRM Lead, I want to establish vendor tiering and due diligence so that third-party risk is known and managed.* **Non-Functional**

Security

Privacy

Reliability

Acceptance Criteria (BDD)

Scenario

Tiering live

Given criteria defined

When vendors tiered

Then required controls/evidence per tier recorded

Tasks

- ☐ Publish tiering rules and required controls
- ☐ Roll out questionnaires and evidence lists
- ☐ Track remediation and exceptions

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D5-05 — QBR & Vendor Performance Monitoring

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management

Business Value Operational visibility of SLAs and continuous improvement

Priority / Estimate Priority: Should SP: 3

Persona Vendor Manager

Dependencies SLA reports; dashboard

Assumptions / Risks Data delays *Risks*: Unclear owners

Story *As a Vendor Manager, I want to run QBRs with SLA dashboards so that service quality improves.* **Non-Functional**

Performance

Reliability

Acceptance Criteria (BDD)

Scenario

QBR cadence running

Given SLA data collected

When dashboards shared

Then actions and outcomes tracked per vendor

Tasks

- ☐ Ingest SLA data monthly
- ☐ Prepare QBR deck; track actions
- ☐ Publish scorecards per vendor

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/all checks; Docs updated; Deployed/flagged.

D5-06 — Exit & Termination Plan

Epic / Feature Domain 5 — Strategy, Finance, Procurement & Vendor Management
Business Value Controlled offboarding with data return/destruction and continuity
Priority / Estimate Priority: Could SP: 2
Persona TPRM Lead
Dependencies Legal; owners
Assumptions / Risks Stranded data *Risks:* Service disruption

Story *As a TPRM Lead, I want to publish exit plans so that vendor transitions are orderly and compliant.* **Non-Functional**

Security

Reliability

Privacy

Acceptance Criteria (BDD)

Scenario

Plan adopted
Given requirements drafted
When legal approves clauses
Then runbook exists per critical vendor

Tasks

- ☐ Define data return/destruction clauses
- ☐ Document exit runbook per critical vendor
- ☐ Schedule annual tabletop for one vendor

Definition of Ready: Persona clear; AC drafted; Dependencies known; Estimate set. Definition of Done: All ACs pass; Tests green; Security/allly checks; Docs updated; Deployed/flagged.

Writing Effective User Stories (Quick Guide)

INVEST — Independent, Negotiable, Valuable, Estimable, Small, Testable. **3 Cs** — Card, Conversation, Confirmation. **Skeletons**

- As a [persona], I want to [action] so that [benefit].
- When [situation], as [persona], I want [motivation] so I can [outcome].

Acceptance Criteria Tips

- Prefer observable outcomes; one behavior per scenario.
- Cover happy path, negatives, edges; specify data bounds/messages.
- Tie to dashboards/metrics where useful.