

Stakeholder memorandum

Complete each section of the stakeholder memorandum template to communicate your audit results and recommendations to stakeholders:

- Scope
- Goals
- Critical findings (must be addressed immediately)
- Findings (should be addressed, but no immediate need)
- Summary/Recommendations

Use information from the following documents:

- [Botium Toys: Audit scope and goals](#)
- Controls assessment (completed in “Conduct a security audit, part 1”)
- Compliance checklist (completed in “Conduct a security audit, part 1”)

[Use the following template to create your memorandum]

TO: IT Manager, Stakeholders

FROM: (Onyekachi Akurunwa, Cybersecurity Analyst)

DATE: (10/23/2023)

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: .Assets have been assessed alongside internal processes and procedures.

Goals: .Report of Security Posture .Recommendations to improve Security Posture .Justification to hire additional cybersecurity personnel.

Critical findings (must be addressed immediately): 1. Encryption- plain text relating to data should be changed to cipher text. 2. Make sensitive data private- ensure it is

confidential. 3. Security of credit card information- Credit card information should be stored, accepted, processed, and transmitted internally, in a secure environment.

Findings (should be addressed, but no immediate need): 1. Removal of legacy systems- it should be replaced with automation. 2. Separation of duties- Duties should be shared. 3. Classification of data- it should be classified.

Summary/Recommendations: Prioritisation of concealment of digital assets. Embrace of automation. Cyber-crime should be taken more seriously. Good policies should be made and enforced. Their information system should be strengthened.