Organizaiton’s Logo

Organizaiton’s name

**The Project Plan of the Implementation of the Information Security Management System (ISMS)**

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| Document ID |  |
| Version |  |
| Version created date |  |
| Creator |  |
| Approved By |  |
| Level of Confidentiality |  |

**Modify History**

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| Date | Version | Modified By | Explanation of the modification |
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# Usable party(s), Objective and the focus area

Objective

The goal of the project plan is to clearly describe the goals of the ISMS implementation programme, as well as the papers that must be created, due dates, and project roles and duties.

Focus Area

The project plan is applied to all ISMS implementation porject’s activites.

Usable parties

This document is usable for top management and project team members

# Reference documents

* ISO 27001 Standrads
* Other materials that related to the ISMS project plan

# Project plan of the ISMS

## Project Goals

* At the latest by [date], develop an information security management system in line with the ISO 27001 standard.

## Results of the Project

The following records will be written as part of the ISMS implementation project.

* Procedure for Document and Record Control
* Information Security Policy
* Risk Assessment Table
* Risk Treatment Table
* Risk Assessment and Risk Treatment Report
* Scope of the Information Security Management System
* Procedure for Identification of Requirements
* Statement of Applicability
* Procedure for Internal Audit
* Procedure for Corrective Action
* Measurement Report
* Form for Management Review Minutes
* Risk Treatment Plan
* Training and Awareness Plan

## Deadlines

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| --- | --- |
| ***Document*** | ***Deadlines for document acceptance*** |
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The results of the project planned to present on [date].

## Project management

### Sponsor of the Project

Every project is given a "sponsor" who doesn't participate in it directly. The project manager must regularly notify the project sponsor on its status, and they must take action if the project is put on hold.

[Name, Job role] has been assigned as the project sponsor.

### Project Manager

Securing the resources required for project implementation, project coordination, sponsor status updates, and administrative chores associated with the project are all duties of the project manager. The project manager should be held accountable for ensuring that the project is finished on schedule and within the allocated budget.

[Name, Job role] has been assigned as the project manager.

### Project team

The project team's duties include assisting with various parts of project management, finishing tasks as specified in the project, and making decisions on a range of issues that call for a multidisciplinary approach.

Project participents’ details table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name* | *Organizational Section* | *Job Name* | *Phone Number* | *E-mail address* |
|  |  |  |  |  |
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## Main Project Risks

These are the main project risks in the organization.

1. Deadline extensions in risk assesment stage.
2. Deadline extensions in the designing of business continuity strategies.
3. Implementing inefficient and time wasting tasks.
4. Selecting too many and more expensive managements.

Risk treatment methods for above risks

* employing a consultant to ensure the time ans resources are not wasted.
* The project manager ensures that all project tasks are completed within specified timelines and seeks timely involvement from the project sponsor.
* Employing a consultant to get advice about the most cost-effective managements.

## Project reporting and implementation tools

All of the project's resources will be compiled in a shared folder on the company's internal network. Only the project manager and the [team members] are able to make changes and delete files. The project manager will produce and provide a project achievement declaration to the project sponsor once per month.

# Maintaining control of records based on this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the record | Storage Location | Responsible person for storage | Controls for record protection | Retention time |
| The Project Plan of the Implementation of the Information Security Management System (ISMS) | Folder for project related tasks | Project manager | Only the project manager has access to edit the data | Records are stored for a period of 3 years |

# Validity and Document Management

The document is valid as of [date]

[job title] is the owner of this document who has the responsibility to check and if required update the record at least as per once a year.

When implementing the procedure the following criteria must be considered

* All project participants carry out their tasks in accordance with this document
* All project deadlines are met.

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]