# Cybersecurity Project

# Project Finalisation retrospective report

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# Guide

## Monthly Project tracking meetings

Refer to Gant Chart and Trello

Meeting 15+5 minutes

* referring to MS Project Gant Chart and Trello board
* Monitor progress and track:
  + Procurement – N/A
  + Project progress to timelines – We are on track according to the Gantt Chart. All milestones are being met as scheduled.
  + Identify and document variations – No variation at this stage.
  + Monitor risks – update risk register - No new risks identified. The risk register remains up to date with no changes.
  + Quality (Testing) - The prototype is verified to be meeting the project's technical requirements. All tests indicate compliance with the specified criteria.
  + Budget progress relative to projections - The project budget is on track with the financial projections. No significant deviations observed.
  + Critical path analysis - Prototype development, production setup, documentation, and presentation are identified as critical paths. These areas are progressing as planned.
  + Sprint Retrospective – Team's efforts to help each other, improved collaboration
* Meeting minutes – Notes are being taken on the Trello board.
* Documentation – Monthly production report for submission detailing the progress, milestones achieved, and any issues encountered.
* Retrospective (5 Mins)

## Procurement progress and tracking

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* Initiation and prototype development has been completed. Trello board has been set up for sprints and completed task. Gantt chart will be completed as required.

## Project progress to timelines

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* Initiation completed.
* Prototype Development completed.
* Production development completed.
* Project final documentation is 75% completed.

## Identify and document variations

* List of variations and impact of each (impact cost + time) - None

**Monitor risks – update risk register**

| Id | Description of Risk | Impact or consequence | Likelihood/ Seriousness | Grade | Change | Mitigation Actions  (Preventative or Contingency) | Individual/Group Responsible for Mitigation Action | Timeline for Mitigation Action |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Project Completed to documenatation stage** | Completed |  | 0 | N/A |  | Whole team | Comepleted |

**Quality - Verify Prototype has met project technical requirements**

* **Criteria of project outputs**

GANTT Chart established with baseline and cost projections.

* **Testing procedures used so far to verify quality of outcomes**

Completed.

* **Paragraph summary:**
* Testing has been completed and we are satisfied we have met Mitre 8 Level 1 Maturity compliance.

**Final Budget relative to projection**

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* Project currently running to budget and baseline projections.

**Critical path analysis**

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### Questions:

1. *What were the responsibilities of your team members.*

* **Nick**: Prototype development, managed the DMZ, handled miscellaneous tasks, and maintained the Trello board.
* **Shehreen**: Prototype development, managed Kali SIEM, configured the firewall, maintained the Trello board, and oversaw project management.
* **Jarna**: Prototype development, managed the firewall, conducted RBT testing, handled project management, and maintained the Trello board.

1. *How did your team perform relative to meeting project milestones, costs and timeline*

Our team consistently met project milestones, stayed within budget, and adhered to the project timeline. We also dedicated additional time outside of scheduled project hours to ensure the successful completion of this project.

1. *What final project outcomes did your team achieve*

Our team achieved the following outcomes for the project:

* Implementation of KaliPurple SIEM.
* Integration with various log sources to consolidate and analyze data.
* Implementation of real-time monitoring and alerting capabilities to enhance security and incident response.
* Deployment of Windows 10/11 clients with Elastic Defend for enhanced endpoint security.
* Implementation of Fleet Server for centralized management of these clients.
* Recognition of the critical role of endpoint security in mitigating modern threats within the IT landscape.
* Setup and configuration of an Ubuntu LAMP (Linux, Apache, MySQL, PHP) DMZ (Demilitarized Zone) web server.
* Implementation of secure hosting practices to ensure the server's resilience against potential vulnerabilities and threats.
* We successfully delivered the project to the client on time, including a comprehensive handover and complete documentation.

1. *How did you estimate and analyse cost and time through the project*

Our team estimated and analysed cost and time based on the projected hours required to complete each task.

1. *What experience did your team gain from this project*

* Our team successfully met client deadlines and objectives.
* We gained valuable experience in setting up an SME network.

1. *What lessons did you learn, what would you do different next project.*

We learned the importance of being proactive and plan to use a more detailed checklist on Trello for better project management in future projects.

1. *What processes did you use to monitor team performance*

We used Microsoft project and Trello board to monitor team performance.

1. *What project-management methods and tools were used, which did you find most useful.*

We used MS Project, Trello, GitHub, Google Docs, and Google Slides. Trello was found to be the most useful tool for tracking progress and managing tasks.

### References:

Critical path - <https://support.microsoft.com/en-us/office/show-the-critical-path-of-your-project-in-project-desktop-ad6e3b08-7748-4231-afc4-a2046207fd86>

MS Project cost totals - <https://support.microsoft.com/en-us/office/view-project-cost-totals-0d3a2451-fb1e-4ba0-826e-20ee3b3d60cc>

Baseline – MSProject - <https://support.microsoft.com/en-us/office/create-or-update-a-baseline-or-an-interim-plan-in-project-desktop-7e775482-ac84-4f4a-bbd0-592f9ac91953>

**MS project reports**

Project > project Information > Statistics

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Report > dashboard > Project Overview

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Report > costs > task cost overview

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Report > In progress > Milestone report

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Report > resources > resource Overview

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**Key to Risk Rating Symbols used:**

|  |  |  |  |
| --- | --- | --- | --- |
| Rating for Likelihood and Seriousness for each risk | | | |
| L | Rated as Low | E | Rated as Extreme (Used for Seriousness only) |
| M | Rated as Medium | NA | Not Assessed |
| H | Rated as High |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade: Combined effect of Likelihood/Seriousness | | | | | |
|  | Seriousness | | | | |
| Likelihood |  | low | medium | high | EXTREME |
| low | N | D | C | A |
| medium | D | C | B | A |
| high | C | B | A | A |

|  |  |
| --- | --- |
| Recommended actions for grades of risk | |
| Grade | Risk mitigation actions |
| A | Mitigation actions to reduce the likelihood and seriousness to be identified and implemented as soon as the project commences. |
| B | Mitigation actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented during project execution. |
| C | Mitigation actions to reduce the likelihood and seriousness to be identified and costed for possible action if funds permit. |
| D | To be noted - no action is needed unless grading increases over time. |
| N | To be noted - no action is needed unless grading increases over time. |

|  |  |  |  |
| --- | --- | --- | --- |
| Change to Grade since last assessment | | | |
| NEW | New risk | ↓ | Grading decreased |
| — | No change to Grade | ↑ | Grading increased |