# Project Plan

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| --- | --- |
| Project Title | **ISO 27001 Implementation at** **TechSolutions Inc.** |
| Sponsor | Chief Information Security Officer |
| Project Manager | IT Security Project Manager |
| Last Updated | [Date of the last edit] |
| Document Classification | Internal Use only |

## Purpose of This Document

## The purpose of this project plan is to provide a comprehensive roadmap for the initiation phase of the ISO 27001 ISMS implementation at TechSolutions Inc. It outlines the objectives, scope, timelines, resources, risks, and stakeholder management required to ensure the successful completion of the initiation phase, setting the foundation for full ISO 27001 certification.Project Overview

### **Project Overview**:

### Purpose

### The primary objective of this project is to achieve ISO 27001 certification for TechSolutions Inc., ensuring that the company’s Information Security Management System (ISMS) meets the highest international standards for protecting sensitive data and minimizing security risks.

### Scope

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Initiation of the ISO 27001 ISMS project. | Full ISO 27001 implementation. |
| Definition of ISMS scope for TechSolutions Inc. | Operationalization of the ISMS or ongoing maintenance. |
| Conducting a preliminary gap analysis against ISO 27001 standards. | Certification audits (to be included in subsequent phases) |
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## Project Phases and Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Duration | Start Date | End Date | Owner |
| Define ISMS Scope | 1 Week |  |  | |  | | --- | | Project Manager |  |  | | --- | |  | |
| |  | | --- | | Identify Stakeholders |  |  | | --- | |  | | |  | | --- | | 1 week |  |  | | --- | |  | |  |  | |  | | --- | | Project Manager, CISO |  |  | | --- | |  | |
| |  | | --- | | Conduct Preliminary Gap Analysis |  |  | | --- | |  | | |  | | --- | | 2 weeks |  |  | | --- | |  | |  |  | |  | | --- | | Compliance Team, IT Team |  |  | | --- | |  | |
| |  | | --- | | Develop Project Charter |  |  | | --- | |  | | |  | | --- | | 1 week |  |  | | --- | |  | |  |  | |  | | --- | | Project Manager |  |  | | --- | |  | |
| |  | | --- | | Prepare Resource Plan | |  |  |  | | --- | |  | | 1 week |  |  | |  | | --- | | HR & Finance |  |  | | --- | |  | |
| |  | | --- | | Risk Assessment and Risk Register |  |  | | --- | |  | | 1 week |  |  | |  | | --- | | Compliance & Security Team |  |  | | --- | |  | |
| |  | | --- | | **Final Review and Sign-Off** |  |  | | --- | |  | | 1 week |  |  | Executive Team |

## Resources

### Human Resources

|  |  |  |
| --- | --- | --- |
| Role | Name | Responsibilities |
|  |  |  |
| |  | | --- | | Project Manager |  |  | | --- | |  | | John Doe | |  | | --- | | Manages project deliverables and timelines. |  |  | | --- | |  | |
| |  | | --- | | CISO |  |  | | --- | |  | | Aisha Ahmed | |  | | --- | | Provides executive sponsorship and oversight. |  |  | | --- | |  | |
| |  | | --- | | Information Security Lead |  |  | | --- | |  | | Elizabeth Falowo | |  | | --- | | Leads security assessment and gap analysis. |  |  | | --- | |  | |
| |  | | --- | | IT & Compliance Teams |  |  | | --- | |  | | Olagoke Charles | |  | | --- | | Provides input on current security practices. |  |  | | --- | |  | |
| |  | | --- | | HR & Finance |  |  | | --- | |  | | Victoria | Oversees resource allocation and budgeting. |

### Material Resources

|  |  |  |
| --- | --- | --- |
| Equipment/Tool | Quantity | Details |
|  |  |  |
| |  | | --- | | Compliance Management Software |  |  | | --- | |  | | 1 | |  | | --- | | ISMS.online or equivalent for compliance tracking. |  |  | | --- | |  | |
| |  | | --- | | Collaboration Tools |  |  | | --- | |  | | Various | Jira, MS Teams for project management. |

## Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Estimated Cost | Actual Cost | Variance |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  |  |

## Risk Management

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| --- | --- | --- | --- |
| Risk | Probability | Impact | Mitigation Strategy |
| |  | | --- | | Lack of Management Commitment |  |  | | --- | |  | | High | High | |  | | --- | | Regular communication with executives to maintain engagement. |  |  | | --- | |  | |
| |  | | --- | | Delays in Deliverables |  |  | | --- | |  | | |  | | --- | | Medium |  |  | | --- | |  | | |  | | --- | | High |  |  | | --- | |  | | Frequent tracking of project timelines. |
|  |  |  |  |

## Communication Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Audience | Frequency | Method | Details |
| |  | | --- | | Executive Sponsor |  |  | | --- | |  | | Weekly | |  | | --- | | Meetings/Emails |  |  | | --- | |  | | |  | | --- | | Updates on project progress and any issues requiring attention. |  |  | | --- | |  | |
| |  | | --- | | Project Team |  |  | | --- | |  | | |  | | --- | | Bi-weekly |  |  | | --- | |  | | |  | | --- | | Team Meetings |  |  | | --- | |  | | |  | | --- | | Status updates on tasks, issues, and next steps. | |  |  |  | | --- | |  | |
| |  | | --- | | Stakeholders |  |  | | --- | |  | | Monthly | |  | | --- | | Reports/Emails |  |  | | --- | |  | | Summary of key milestones and deliverables. |
|  |  |  |  |

## Quality Management

## The project will adhere to ISO 27001 quality standards throughout the initiation phase. Deliverables will be reviewed for accuracy and completeness, ensuring that all project activities align with ISO requirements. Key performance indicators (KPIs) will be established to track progress.Change Control Process

### **Change Control Process**:

Any proposed changes to the project scope, timeline, or resources will follow a structured change management process:

* **Change Request Submission**: A team member completes a Change Request Form detailing the change.
* **Preliminary Review**: The Project Manager assesses the request.
* **Impact Analysis**: A detailed impact analysis is conducted.
* **Approval/Decision**: The Project Board or Sponsor reviews and approves/rejects the change.
* **Implementation**: Approved changes are integrated into the project plan.
* **Monitoring & Documentation**
* **Communication**

## Stakeholder Management

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Interest | Influence | Engagement Strategy |
| |  | | --- | | Executive Sponsor |  |  | | --- | |  | | High | High | |  | | --- | | Frequent updates and clear communication of project benefits. |  |  | | --- | |  | |
| |  | | --- | | Information Security Lead |  |  | | --- | |  | | **High** | **Medium** | |  | | --- | | Involvement in decision-making and regular feedback sessions. |  |  | | --- | |  | |
| |  | | --- | | IT Department |  |  | | --- | |  | | Medium | Medium | |  | | --- | | Regular communication and inclusion in security discussions. |  |  | | --- | |  | |
|  |  |  |  |
| |  | | --- | | HR & Finance |  |  | | --- | |  | | Medium | Medium | Ensuring adequate resource allocation and budget tracking. |

## Monitoring and Reporting

### Monitoring

Project progress will be regularly monitored using key performance indicators (KPIs) and specific metrics aligned with the project's goals. Monitoring activities will include:

* **Schedule Tracking**: Regular assessment of progress against the planned timeline.
* **Budget Monitoring**: Ongoing analysis of expenditures versus the allocated budget.
* **Quality Assurance**: Continuous checks to ensure adherence to quality standards and requirements.
* **Risk Management**: Routine evaluation of identified risks and the effectiveness of mitigation strategies.

### Reporting

Clear and consistent reporting is essential to keep all stakeholders informed and engaged. Reporting will include:

* **Status Reports**: Weekly/Monthly reports detailing progress, achievements, issues, and upcoming activities. These will be shared with [specify stakeholders or teams involved].
* **Exception Reports**: Immediate notification of significant deviations or issues requiring urgent attention or decision-making.
* **Milestone Reports**: Summaries provided upon completing major project milestones, offering an in-depth review of the phase or deliverable.
* **Final Report**: A comprehensive report at project closure, summarizing performance, lessons learned, and recommendations for future initiatives.

Reporting templates and formats will be standardized to ensure consistency, clarity, and efficiency. All reports will be made available through [specify method or platform, e.g., project management software, shared drive] for access by relevant stakeholders.

## Project Closure

At the end of the initiation phase, a review will be conducted to ensure all deliverables have been met. The project will proceed to the next phase (implementation) upon receiving approval from the executive team.

## Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved By | Signature | Date |
|  |  |  |  |