Step-By-Step Instructions

Step 1: Access supporting materials

The following supporting materials will help you complete the activity. Keep them open as you proceed to the next steps.

Step 2: Analyze audit results

Review the **controls assessment** and **compliance checklist** you completed in "Conduct a security audit, part 1" and consider the following, before moving on to the next step:

- What were the audit scope and goals?
- What were the *critical findings* of the audit that need to be addressed immediately (i.e., What controls and/or policies need to be implemented immediately)?
- What were the *findings* (i.e., What controls and/or policies need to be addressed in the future)?
- How can you summarize your recommendations clearly and concisely to stakeholders?

Step 3: Communicate results and recommendations

What to Include in Your Response

Be sure to address the following elements in your completed activity:

- A high-level summary of the audit scope is provided (4-6 sentences or bullet points)
- A high-level summary of the audit goals is provided (4-6 sentences or bullet points)
- Critical findings are listed and explained
- Other findings are listed and explained
- The summary/recommendations clearly and concisely synthesize the most important information from the audit scope, goals, and critical and other findings (5-10 sentences.)

Step 4: Assess your activity

A self-evaluation for your stakeholder memorandum is provided below. These are the statements you'll use to evaluate your own work. Since the self-assessment procedure enables you to evaluate your security audit objectively, it is a crucial component of the learning process.