STANDARD OPERATING PROCEDURE
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Title:	**Managing Security Development Tasks**
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1. Purpose

This document provides guidance about recording information related to TRE development, keeping track of development tasks, and maintaining a schedule of events.

2. Scope

The planning and design associated with changes to the TRE Infrastructure or the ISMS that are managed within the 'Trustworthy Research Environment' JIRA Project.

3. Procedure

As described in the TRE Change Control procedure (SOP-03-08), a Change is either 'Business as Usual' (BAU) or proposed work that requires the 'Request for Change' (RFC) procedure to be completed. Some BAU tasks can be quite complex and involve various people. The same can usually be stated for RFCs that require approval. Complex BAU and approved RFCs are often considered 'development tasks'.

The TRE Operations team use JIRA task tracking software to coordinate most development tasks related to information security, the ISMS and the TRE. JIRA allows:

- Change owners to create a record for the proposed work
- Development staff to provide updates and feedback for ongoing tasks
- Management staff to report on the status of ongoing or planned work

The Centre for Health Informatics (CHI) operates a single JIRA server, which hosts 'Projects' for all the large work programmes.

https://git.elabdev.org/jira/projects/

The 'Trustworthy Research Environment' project contains tasks related to development of the TRE infrastructure, and also ISMS development tasks that directly improve the TRE service.

3.1. Maintaining the 'Trustworthy Research Environment' JIRA Project

Any member of TRE Staff can create or edit the tasks within the 'Trustworthy Research Environment' project area.

In general, new tasks are created during, or immediately following discussions at three key staff meetings related to the TRE:

- TRE Information Governance and Data Management team meetings (weekly)
- TRE Development team meetings (weekly)
- TRE Project Board meetings (every 2 weeks)

During the above meetings, the status of existing JIRA tasks are also discussed, and if necessary, updated or marked as complete.

3.2. Cross-references to the 'Trustworthy Research Environment' JIRA project

The 'Trustworthy Research Environment' JIRA project is the 'point of truth' for TRE related development tasks. Therefore it is essential that other sources of information reference the corresponding JIRA tasks. This occurs in the following places:

- Each entry within the TRE Infrastructure Record has a 'Comments' field where a related JIRA task can be referenced
- Each item in the ISMS Risk Register has a 'Risk Treatment' section where references to JIRA tasks can provide useful evidence
- Actions arising from ISMS Management Reviews and TRE Project Board meetings should cross-reference JIRA tasks to help prevent duplication of effort
- CHI Management, ISMS Improvement and any associated security development meetings can be supported with JIRA task-status-reports and dashboard views (for example, the 'ISMS TRE Combined Plan' provides an overview of development work, much of which is managed in JIRA)
- The ISMS Document Schedule can refer to related JIRA tasks where more information about the ongoing work can be recorded
- Actions created and managed within Q-Pulse (e.g. Change Requests or Opportunities raised during Internal Audits) can reference the corresponding JIRA task.

4. Cross-referenced ISMS Documents

Number	Type	Title
SOP-03-08	ISMS\SOP\TRE Operations - SOP	TRE Change Control

5. Appendices

None