Jan-20 Change Monitoring Monthly Review

On a monthly basis, IT R&C manager will conduct a review of the weekly reviews executed by IT R&C analysi

Template found here: \\MainFolder\Daily_Change_Monitoring\Monthly Manager Review

1. Review monthly	y monitoring tracker and	l ensure all days were	monitored by analyst.
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- a. Access the monthly monitor tracker at:
- i. \\MainFolder\Daily_Change_Monitoring
- b. The Daily Change Monitoring tracker will contain a 'days tracked tab'. All days tracked will contain an "X" f

Step 1 Review Sign off			
2 From the Findings Tracker tab	hanhazardly select a numer of	days (from population	of monthly

- 2. From the Findings Tracker tab, haphazardly select a numer of days (from population of monthly days foun received for each server on the days selected.
- a. All emails are archived by date at: \\MainFolder\Daily_Change_Monitoring\

Selection 1 (date)	1/22/2020 Emails Received	4
Selection 2 (date)	1/24/2020 Emails Received	3

Step 2 Review Sign off _____

Step 3 Review Sign off

Selection 2 1/24/2020 Total Changes 3 magic_iq23

Step 3 Review Sign off

testqcl12

Step 3 Review Sign off

oiuer3298

Step 3 Review Sign off

[&]quot;3. For the days selected in step two, identify all emails which denote a change detected."

[&]quot;Open each email and ensure the details within (e.g. each change is captured within the monthly tracker (fin

^{3.} For the days selected in step two, identify all emails which denote a change detected. Open each email an

4. From the Findings Tracker tab, haphazardly select five changes that occurred (and have a ServiceNow ticket identified). For each change, ensure the ServiceNow ticker referenced appropriately maps to the identified change.
a. The ServiceNow ticket names can be found in the 'Conclusion Evidence Name' column located in the Findings Tracker tab.b. Access the Remediation and Justification Evidence for any changes at: \\MainFolder \\Remediation_or_Justification Evidence
Selection 1 (date) 1/22/2020 CHR0000391114 Appropriately Mapped Selection 2 (date) 1/24/2020 CHR0000381057 Appropriately Mapped
Step 4 Review Sign off 5. From the findings tab, identify all line items which do not have a corresponding ServiceNow ticket. For each item, review all supporting conclusion evidence for appropriateness of change occuring without a ServiceNow ticket (e.g. alternative documentation exists, false positive change, etc.). a. The ServiceNow ticket names can be found in the 'Conclusion Evidence Name' column located in the
Findings Tracker tab. b. Access the Remediation and Justification Evidence for any changes at: \\MainFolder\\Remediation_or_Justification Evidence
\\\\allin older\\\\hermediation_or_Justineation Evidence
With Email Exclusions Other Total Total Changes 9 7 0 16
Step 5 Review Sign off Jan-20 Change Monitoring Monthly Review On a monthly basis, IT R&C manager will conduct a review of the weekly reviews executed by IT R&C analysi
Template found here: \\MainFolder\Daily_Change_Monitoring\Monthly Manager Review
 Review monthly monitoring tracker and ensure all days were monitored by analyst. Access the monthly monitor tracker at: \\MainFolder\Daily_Change_Monitoring The Daily Change Monitoring tracker will contain a 'days tracked tab'. All days tracked will contain an "X" for the Daily Change Monitoring tracker will contain an "X" for the Daily Change Monitoring tracker will contain a 'days tracked tab'.
Step 1 Review Sign off 2. From the Findings Tracker tab, haphazardly select a numer of days (from population of monthly days foun

a. All emails are archived by date at: \\MainFolder\Daily_Change_Monitoring\

received for each server on the days selected.

Step 2 Review Sign off
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a. The ServiceNow ticket names can be found in the 'Conclusion Evidence Name' column located in the Findings Tracker tab.b. Access the Remediation and Justification Evidence for any changes at: \MainFolder \Remediation_or_Justification Evidence
Selection 1 (date) 1/14/2020 CHR0000291924 Appropriately Mapped Selection 2 (date) 1/9/2020 CHR0000192847 Appropriately Mapped
Step 4 Review Sign off 5. From the findings tab, identify all line items which do not have a corresponding ServiceNow ticket. For each item, review all supporting conclusion evidence for appropriateness of change occurring without a ServiceNow ticket (e.g. alternative documentation exists, false positive change, etc.).
a. The ServiceNow ticket names can be found in the 'Conclusion Evidence Name' column located in the Findings Tracker tab.
b. Access the Remediation and Justification Evidence for any changes at: \\MainFolder\\Remediation_or_Justification Evidence
With Email Exclusions Other Total
Total Changes 9 7 0 16
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5. The bully change Montoring tracker will contain a days tracked tas . All days tracked will contain an X 1
Step 1 Review Sign off 2. From the Findings Tracker tab, haphazardly select a numer of days (from population of monthly days foun received for each server on the days selected. a. All emails are archived by date at: \MainFolder\Daily_Change_Monitoring\

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	Selection 2 (date)	1/24/202	20 Emails I	Received	3
Step 2 Review Sign off					
4. From the Findings T ServiceNow ticket idea appropriately maps to	ntified). For each char	nge, ensure the Se	_		
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Step 4 Review Sign off 5. From the findings to each item, review all s ServiceNow ticket (e.g	b, identify all line iter upporting conclusion	evidence for appr	ropriatene	ss of change occuring	
a. The ServiceNow tick Findings Tracker tab.	et names can be four	nd in the 'Conclusi	on Eviden	ce Name' column loca	ited in the
b. Access the Remedia \\MainFolder\\Remed		•	changes at	t:	
	With Email Exclusion	ns Other	Total		
Total Changes	9	7	0	16	
Step 5 Review Sign off Jan-20 Change Monito On a monthly basis, IT	oring Monthly Review		the weekl	y reviews executed by	/ IT R&C analysi
Template found here:	\\MainFolder\Daily_0	Change_Monitorir	ng\MonthI	y Manager Review	
1. Review monthly monthly a. Access the monthly i. \MainFolder\Daily_b. The Daily Change M	monitor tracker at: Change_Monitoring	·		, ,	contain an "X" 1
Step 1 Review Sign off 2. From the Findings T		dly select a numer	of days (fr	rom population of mo	nthly days foun

a. All emails are archi	ved by date	at: \\MainFo	Ider\Daily_Change_Monitoring\	
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Step 2 Review Sign of	f			
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the Findings Tracker t	ab. ation and Ju	stification Ev	in the 'Conclusion Evidence Name idence for any changes at: \\Main	
	1 (date) 2 (date)		CHR0000382957 Appropiately Ma CHR0000291924 Appropiately Ma	• •
Step 4 Review Sign of Jan-20 Change Monit On a monthly basis, I	toring Mont	•	uct a review of the weekly review	s executed by IT R&C analys
Template found here	: \\MainFol	der\Daily_Cha	ange_Monitoring\Monthly Manag	er Review
a. Access the monthly i. \\MainFolder\Daily	/ monitor tr _Change_M	acker at: onitoring	sure all days were monitored by an	
received for each serv	Tracker tab, ver on the d	ays selected.	select a numer of days (from population)	ulation of monthly days four
	Selection Selection		1/14/2020 Emails Received 1/24/2020 Emails Received	
Step 2 Review Sign of	f			
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a. The ServiceNow ticket names can be found in the 'Conclusion Evidence Name' column located in

received for each server on the days selected.

the Findin	gs Tracker ta	b.					
b. Access t	the Remediat	ion and Ju	stification	Evidence for any	changes a	t: \\MainFolder	
\\Remedia	ation_or_Just	ification E	vidence				
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		-		20 CHR000038105			
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Step 4 Rev	view Sign off						
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Total Char	nges)	7	0	16	
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Step 5 Review Sign off							

st. The manager review is executed to make sure all servers and all days within the month are accounted for. A









ditionally, the manager haphazardly selected 5 days within the month and re-executes the	e review to ensure th









e procedures were accurately performed. If any discrepancies are identified, the manager performs further in	ıve









estigation.







