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 analysis

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

•			
a. Access the monthly	monitor tracker at:	sure all days were monitored by ana	lyst.
i. \\MainFolder\Daily_		and the state of the late of t	and all the states a living
b. The Daily Change N	lonitoring tracker will co	ontain a 'days tracked tab'. All days ti	racked will contain an "X" fc
Step 1 Review Sign of	f		
2. From the Findings 1	Fracker tab, haphazardly	select a numer of days (from popula	ation of monthly days found
	ver on the days selected		
a. All emails are archive	ved by date at: \\MainF	older\Daily_Change_Monitoring\	
	Selection 1 (date)	1/9/2020 Emails Received	4
	Selection 2 (date)	1/13/2020 Emails Received	3
Step 2 Review Sign of	f		
"2. For the days colors			tastad Onen asah amailan
		all emails which denote a change de all emails which denote a change det	
Selection 2		Total Changes	4 magic_qq_appl
		G	0 211211
			Step 3 Review Sign off
Selection 2	2 1/13/2020	Total Changes	3 magic_kq_023
ociconon.	1, 13, 131	Total Glidinges	5
			Step 3 Review Sign off
			magic_qq_appl
			Step 3 Review Sign off
			magic_kl02
			-

Step 3 Review Sign off

ServiceNow ticket ider	racker tab, haphazardlyntified). For each chang the identified change.	_		
the Findings Tracker ta	ition and Justification E			
		CHR0000192847 CHR0000230943		• • • •
each item, review all s		vidence for approp	oriateness of char	
a. The ServiceNow tick Findings Tracker tab.	ket names can be found	l in the 'Conclusion	Evidence Name'	column located in the
	ition and Justification E liation_or_Justification		anges at:	
Total Changes	With Email Exclusions 9 7		Total 16	
Step 5 Review Sign off Jan-20 Change Monito On a monthly basis, IT	oring Monthly Review	duct a review of the	e weekly reviews	executed by IT R&C analysis
Template found here:	\\MainFolder\Daily_Ch	nange_Monitoring\	Monthly Manage	er Review
a. Access the monthly i. \\MainFolder\Daily_	Change_Monitoring	·	·	alyst. tracked will contain an "X" fc
received for each serv		i.		llation of monthly days found
	Selection 1 (date) Selection 2 (date)		Emails Received	

Step 2 Review Sign of	f					
Jan-20 Change Monit	oring Mont	hly Review				
On a monthly basis, IT	R&C mana	ger will cond	uct a review of th	e weekly	reviews executed b	y IT R&C analysis
Template found here:	\\MainFold	der\Daily_Cha	ange_Monitoring	\Monthly	/ Manager Review	
1. Review monthly mo	_		sure all days were	monitor	ed by analyst.	
a. Access the monthly	monitor tra	acker at:				
<pre>i. \\MainFolder\Daily_</pre>	_Change_M	onitoring				
b. The Daily Change M	lonitoring t	racker will co	ntain a 'days trac	ked tab'.	All days tracked will	contain an "X" fc
Step 1 Review Sign of						
2. From the Findings T received for each serv				f days (fr	om population of mo	onthly days found
a. All emails are archiv		•		ge_Monit	coring\	
	Selection :	1 (date)	1/9/2020) Emails	Received	4
	Selection 2		1/13/2020			3
Step 2 Review Sign off 4. From the Findings T ServiceNow ticket ide appropriately maps to a. The ServiceNow tick the Findings Tracker to	racker tab, ntified). For the identification the identification that is the	each change ied change. can be found	e, ensure the Serv	iceNow t	cicker referenced se Name' column loc	ated in
b. Access the Remedia \\Remediation_or_Just			idence for any ch	anges at	: \\MainFolder	
Selection 1 Selection 2	, ,		CHR0000123095 CHR0000192847		piately Mapped propiately Mapped	
Step 4 Review Sign off 5. From the findings to each item, review all s ServiceNow ticket (e.g	ab, identify supporting o	conclusion ev	idence for appro	priatenes	ss of change occuring	
a. The ServiceNow tick Findings Tracker tab.	ket names o	can be found	in the 'Conclusion	n Evidend	ce Name' column loc	ated in the
b. Access the Remedia \\MainFolder\\Remed			•	anges at	:	
	With Emai	l Exclusions	Other	Total		
Total Changes	9	7	(כ	16	

Step 5 Review Sign off	: 					
Jan-20 Change Monito	oring Mont	hly Review				
On a monthly basis, IT	R&C mana	ger will conduc	ct a review of the	e weekly	reviews executed	by IT R&C analysis
Template found here:	\\MainFold	der\Daily_Chan	ge_Monitoring\	Monthly	Manager Review	
1. Review monthly mo	_		re all days were	monitor	ed by analyst.	
a. Access the monthly	monitor tra	acker at:				
<pre>i. \\MainFolder\Daily_</pre>	_Change_M	onitoring				
b. The Daily Change M	lonitoring t	racker will cont	tain a 'days track	ked tab'.	All days tracked w	ill contain an "X" fc
Step 1 Review Sign off						
2. From the Findings T received for each serv		-	elect a numer of	days (fro	om population of r	nonthly days found
a. All emails are archiv		•	ler\Daily_Change	e_Monit	oring\	
	Selection :	1 (date)	1/13/2020	Emails F	Received	3
	Selection 2	2 (date)	1/24/2020	Emails F	Received	3
Step 2 Review Sign off 4. From the Findings T ServiceNow ticket idea appropriately maps to	racker tab, ntified). For	each change,				a
a. The ServiceNow tick		an be found in	the 'Conclusion	Evidence	e Name' column lo	ocated in
the Findings Tracker to						
b. Access the Remedia \\Remediation_or_Just			lence for any cha	anges at:	\\MainFolder	
Selection 1 Selection 2	• •	• •	HR0000230943 HR0000382957		iately Mapped propiately Mapped	i
Step 4 Review Sign off 5. From the findings to each item, review all s ServiceNow ticket (e.g	ab, identify supporting o	conclusion evid	lence for approp	riatenes	s of change occuri	
a. The ServiceNow tick Findings Tracker tab.	ket names o	an be found in	the 'Conclusion	Evidenc	e Name' column lo	ocated in the
b. Access the Remedia \\MainFolder\\Remed			•	anges at:		
	With Emai	l Exclusions O	ther	Total		
Total Changes	g	7	0		16	

Step 5 Review Sign of	f				
Jan-20 Change Monit	oring Monthly Review				
On a monthly basis, IT	R&C manager will con-	duct a review of th	e weekly	y reviews executed l	by IT R&C analysis
Template found here:	\\MainFolder\Daily_Ch	nange_Monitoring\	Monthly	y Manager Review	
	onitoring tracker and er	nsure all days were	monitor	red by analyst.	
a. Access the monthly					
i. \\MainFolder\Daily_					
b. The Daily Change M	Nonitoring tracker will c	ontain a 'days trac	ked tab'.	All days tracked wi	ll contain an "X" fc
Step 1 Review Sign of	f				
	Fracker tab, haphazardly	y select a numer of	days (fr	om population of m	onthly days found
	ver on the days selected		, ,		, ,
a. All emails are archiv	ved by date at: \\MainF	older\Daily_Chang	e_Monit	toring\	
	Selection 1 (date)			Received	4
	Selection 2 (date)	1/13/2020) Emails	Received	3
Step 2 Review Sign of 4. From the Findings 1	f Fracker tab, haphazardly	y select five change	es that o	ccurred (and have a	ı
	ntified). For each chang		iceNow 1	ticker referenced	
appropriately maps to	the identified change.				
a. The ServiceNow tic	ket names can be found	d in the 'Conclusior	ı Evidend	ce Name' column lo	cated in
the Findings Tracker t	ab.				
b. Access the Remedia	ation and Justification E	vidence for any ch	anges at	: \\MainFolder	
\\Remediation_or_Ju	stification Evidence				
Selection	1 (date) 1/9/2020	CHR00001928/17	Not An	propiately Mapped	
Selection 2		CHR0000132847	•		
ocicotion i	2, 23, 2020		, , , , , , ,	nately mapped	
Step 4 Review Sign of	f				
5. From the findings to	ab, identify all line item	s which do not hav	e a corre	esponding ServiceNo	ow ticket. For
each item, review all	supporting conclusion e	vidence for approp	oriatenes	ss of change occurin	ng without a
ServiceNow ticket (e.	g. alternative document	tation exists, false ¡	oositive	change, etc.).	
The ComiceNew tie		d : th ICli	. F:	Namalaskum la	
Findings Tracker tab.	ket names can be found	in the Conclusion	i Evidend	ce Name column loo	cated in the
	ation and Justification E	•	anges at	:	
\\MainFolder\\Remed	diation_or_Justification	Evidence			
	With Email Exclusions	Other	Total		
Total Changes		7 (16	

Step 5 Review	Sign off	
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t. The manager review is executed to make sure all servers and all days within the month are accounted for	r. Add



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litionally, the manager haphazardly selected 5 days within the month and re-executes the review to ensure the μ



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procedures were accurately	performed. If any di	screpancies are id	entified, the mana	ger performs fur	ther investi



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

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

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

