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

1.	Review monthly	v monitoring track	ker and ensure a	all days were	monitored by analys	st.

- 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" fc

Stan	1 Review	Sign	∩ff	
step.	T VENIEM	Sign	OH	

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

Selection 1 (date)	1/14/2020 Emails Received	2
Selection 2 (date)	1/24/2020 Emails Received	3

Step 2	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

4. From the Findings Tracker tab, haphazardly select five changes that occurred (and have a

<sup>&</sup>quot;3. For the days selected in step two, identify all emails which denote a change detected."

<sup>&</sup>quot;Open each email and ensure the details within (e.g. each change is captured within the monthly tracker (finc

<sup>3.</sup> For the days selected in step two, identify all emails which denote a change detected. Open each email and

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

	gs Tracker tab.					
	the Remediation and attion or Justification		idence for any cha	anges at: \\M	ainFolder	
\\\\emetaile	ition_or_justineation	Lviderice				
		4 /2 4 /2 2 2	01100000000000			
	Selection 1 (date) Selection 2 (date)		CHR0000382957		• • •	
	Selection 2 (date)	1/14/2020	CIII(0000231324	Appropracer	, iviappeu	
Step 4 Rev	riew Sign off					
	e findings tab, identif					
	review all supporting				_	vithout a
ServiceNo	w ticket (e.g. alternat	ive documenta	ition exists, false p	ositive chang	ge, etc.).	
a. The Serv	viceNow ticket names	can be found	in the 'Conclusion	Evidence Na	me' column locat	ed in the
Findings T	racker tab.					
l. A	la Barradhatha a a d	Latification E	· da a a a <b>c</b> ara a a a a a a			
	the Remediation and a der\\Remediation_or			anges at:		
\\iviaiiii Oi	dei ((iverniediation_oi	_Justinication L	viderice			
	With Em	ail Exclusions	Other	Total		
Total Char	iges	9 7	0	16		
Step 5 Rev	riew Sign off					
-	ange Monitoring Mo					
On a mont	thly basis, IT R&C mar	nager will cond	uct a review of the	e weekly revi	ews executed by	IT R&C analysis
	·	\ 5				
remplate	found here: \\MainFo	older\Dally_Cha	ange_ivionitoring\	iviontniy iviar	lager Review	
1. Review	monthly monitoring t	racker and ens	sure all days were	monitored by	analyst.	
	he monthly monitor		·	•	,	
i. \\MainF	older\Daily_Change_I	Monitoring				
b. The Dai	ly Change Monitoring	tracker will co	ntain a 'days track	ked tab'. All d	ays tracked will co	ontain an "X" fo
Stop 1 Pov	riew Sign off					
•	e Findings Tracker tal	 h hanhazardiy	select a numer of	days (from n	onulation of mon	thly days found
	or each server on the		sciece a marrier or	aays (Irom p		iciny days round
	ls are archived by dat		lder\Daily_Chang	e_Monitoring	/:	
						_
		n 1 (date)		Emails Recei		3
	Selection	n 2 (date)	1/14/2020	Emails Recei	ved	2
Step 2 Rev	riew Sign off					

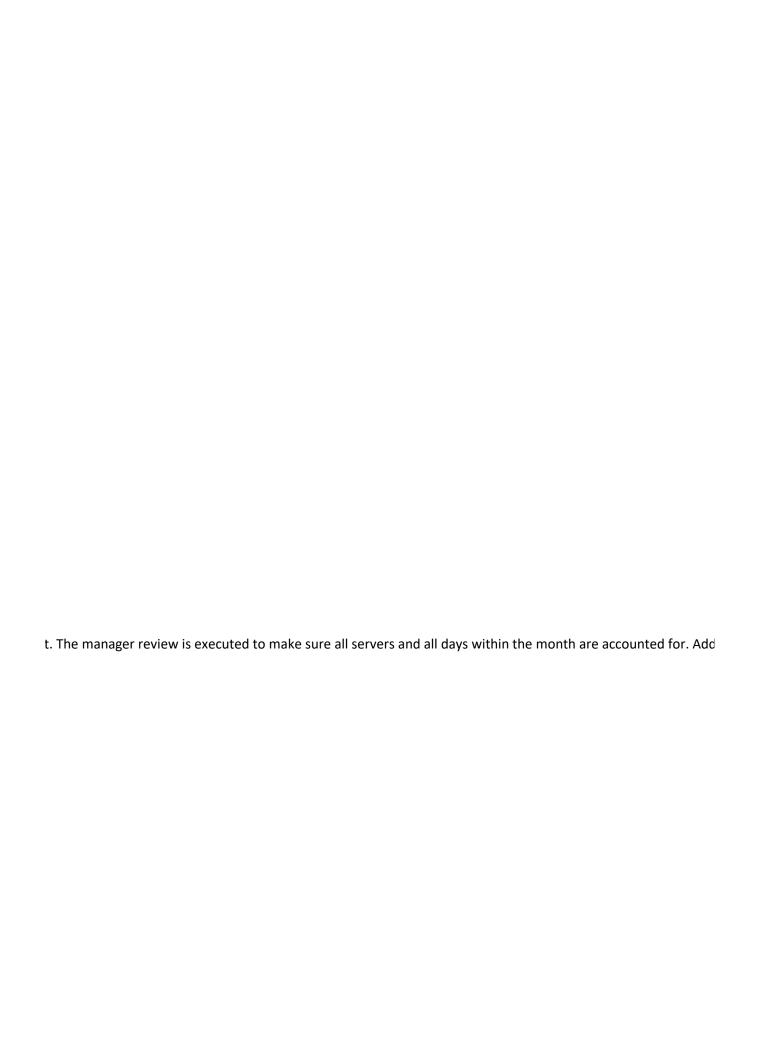
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On a monthly basis, IT R&C manager will conduct a review of the weekly reviews executed by IT R&C analysis

Template found here:	: \\MainFold	ler\Daily_Chai	nge_Monitoring	;\Monthly	/ Manager Re	eview
1. Review monthly me a. Access the monthly i. \\MainFolder\Daily b. The Daily Change N	/ monitor tra _Change_Mo	acker at: onitoring	·			t. ked will contain an "X" fc
Step 1 Review Sign of 2. From the Findings Treceived for each serva. All emails are archive	Tracker tab, ver on the da	haphazardly s ays selected.		, ,		on of monthly days found
	Selection 1 Selection 2	(date) (date)	1/13/202 1/22/202			3 4
Step 2 Review Sign of	f					
4. From the Findings T ServiceNow ticket ide appropriately maps to a. The ServiceNow tic the Findings Tracker t b. Access the Remedia	entified). For the identifi ket names c ab. ation and Ju	each change, ied change. an be found in	ensure the Ser	viceNow t n Evidenc	cicker referer se Name' colu	nced umn located in
\\Remediation_or_Ju Selection Selection	1 (date)	1/22/2020 (	CHR0000295932 CHR0000230943			
Step 4 Review Sign of 5. From the findings t each item, review all ServiceNow ticket (e.	ab, identify a supporting o	conclusion evid	dence for appro	priatenes	s of change	occuring without a
a. The ServiceNow tic Findings Tracker tab.	ket names c	an be found ir	n the 'Conclusio	n Evidenc	e Name' colu	umn located in the
b. Access the Remedia \\MainFolder\\Remedia			•	nanges at	:	
T		l Exclusions(		Total	4.6	
Total Changes	9	7		0	16	

Step	5	Review	Sign	off	
Jucp	_		٠٠٥٠٠	•	

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 $\mu$



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procedures were accurately performed. If any discre	pancies are identified, the mana	ger performs further investi



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