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

Template found in	ere. ((iviairii olae	or (Duny_change_	iviointoinig (ivio	memy wanager w	CVICVV
1. Review monthl			ll days were mo	nitored by analys	t.
a. Access the mor	•				
i. \\MainFolder\D		-			
b. The Daily Chan	ge Monitoring tra	acker will contain	a 'days tracked	tab'. All days trac	cked will contain an "X" fc
Step 1 Review Sig					
	_		t a numer of day	ys (from populati	on of monthly days found
received for each		•			
a. All emails are a	rchived by date a	it: \\MainFolder\	Daily_Change_N	∕lonitoring\	
	Selection 1	(date)	1/9/2020 En	nails Received	4
	Selection 2	(date)	1/14/2020 En	nails Received	2
Step 2 Review Sig	n off				
"3. For the days so	elected in step tw	vo, identify all em	nails which deno	te a change dete	cted. Open each email an
•	•	•		_	ted. Open each email anc
· · · · · · · · · · · · · · · · · · ·	ion 1	1/9/2020 Total		_	4 magic_qq_appl
					Step 3 Review Sign off
Select	ion 2	1/14/2020 Total	Changes		2 magic9023
					Step 3 Review Sign off
					magic09/12
					magic9843
					Step 3 Review Sign off
					Step 5 heriew sign on
					testps9023

Step 3 Review Sign off

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) 1/9/2020 CHR0000928476 Not Appropriately Mapped Selection 2 (date) 1/14/2020 CHR0000291924 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
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 analysis
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 example of the properties of t
Step 1 Review Sign off 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) 1/9/2020 Emails Received 4 Selection 2 (date) 1/14/2020 Emails Received 2

Step 2 Rev	view Sign off					
5. From th	e findings tab, ident	ify all line items wh	nich do not have	e a corresponding Se	rviceNow ticket. For	
each item,	, review all supportir	ng conclusion evide	ence for approp	riateness of change of	occuring without a	
ServiceNo	ServiceNow ticket (e.g. alternative documentation exists, false positive change, etc.).					
a. The Serv	viceNow ticket name	es can be found in t	the 'Conclusion	Evidence Name' colu	umn located in the	
Findings T	racker tab.					
	the Remediation and der\\Remediation_o		•	inges at:		
		nail Exclusions Ot	her	Total		
Total Char	nges	9 7	0	16		
Sten 5 Rev	view Sign off					
•	ange Monitoring Mo					
		· ·	a review of the	e weekly reviews exe	cuted by IT R&C analysis	
Template '	found here: \\MainF	older\Daily_Chang	ge_Monitoring\	Monthly Manager Re	eview	
1. Review	monthly monitoring	tracker and ensure	e all days were	monitored by analys	t.	
	the monthly monitor					
i. \\MainF	older\Daily_Change_	_Monitoring				
b. The Dai	ly Change Monitorin	g tracker will conta	ain a 'days track	ed tab'. All days trac	ked will contain an "X" fc	
Step 1 Rev	view Sign off					
	e Findings Tracker to or each server on the		ect a numer of	days (from population	on of monthly days found	
	ils are archived by da	•	er\Daily_Change	e_Monitoring\		
	Selectio	on 1 (date)	1/13/2020	Emails Received	3	
	Selectio	on 2 (date)	1/14/2020	Emails Received	2	
•	view Sign off					
				s that occurred (and		
	•	•	nsure the Servi	ceNow ticker referer	nced	
appropriat	tely maps to the ider	ntified change.				
	viceNow ticket name gs Tracker tab.	es can be found in t	the 'Conclusion	Evidence Name' colu	umn located in	
	•	Justification Evide	ence for any cha	inges at: \\MainFold	er	
	ation_or_Justification		22 21 211, 0110	J = 1 - 1 (((- 1 - 1 - 1 - 1 - 1 - 1 - 1		
	Selection 1 (date)	1/13/2020 CH	IR0000230943	Appropiately Mappe	ed	
	Selection 2 (date)	1/14/2020 CH	IR0000291924	Appropiately Mappe	ed	

Step 4 Review Sign o	off				
5. From the findings	tab, identify all line	e items which do n	ot have a co	orresponding Servi	ceNow ticket. For
each item, review al	l supporting conclu	ision evidence for	appropriate	ness of change occ	curing without a
ServiceNow ticket (e	e.g. alternative doc	umentation exists,	false positiv	ve change, etc.).	
a. The ServiceNow ti	cket names can be	found in the 'Con	clusion Evid	ence Name' colum	n located in the
Findings Tracker tab	•				
b. Access the Remed	liation and Justifica	ntion Evidence for a	any changes	at:	
\\MainFolder\\Remo			arry orientees		
	With Email Exclu	usions Other	Tota	ıl	
Total Changes	_ 9	7	0	16	
Step 5 Review Sign o	off				

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 d	iscrepancies are id	dentified, the man	ager performs fur	ther investi





gation.



