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 monitoring tracker and ensure all days were monitored by analyst.
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, 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 _____

"3. For the days selected in step two, identify all emails which denote a change detected. "
"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

					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

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	Appropiately Mapped
Selection 2 (date)	1/24/2020	CHR0000381057	Appropiately 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.

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	With Email	Exclusions	Other	Total
Total Changes _____	9	7	0	16

Step 5 Review Sign off _____
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a. All emails are archived by date at: \\MainFolder\Daily_Change_Monitoring\

Selection 1 (date)	1/9/2020 Emails Received	5

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

Step 2 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.

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Selection 1 (date)	1/14/2020	CHR0000291924	Appropiately Mapped
Selection 2 (date)	1/9/2020	CHR0000192847	Appropiately 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.).

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

Selection 1 (date)	1/13/2020	Emails Received	3
Selection 2 (date)	1/24/2020	Emails Received	3

Step 2 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.

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Selection 1 (date)	1/24/2020	CHR0000382957	Appropiately Mapped
Selection 2 (date)	1/13/2020	CHR0000123095	Appropiately 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.).

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

Step 2 Review Sign off _____

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Selection 1 (date)	1/24/2020	CHR0000382957	Appropiately Mapped
Selection 2 (date)	1/14/2020	CHR0000291924	Appropiately Mapped

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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	Appropiately Mapped
Selection 2 (date)	1/24/2020	CHR0000381057	Appropiately 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.).

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	With Email	Exclusions	Other	Total
Total Changes _____	9	7	0	16

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. Ac

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