# Software Workflow
# (Open Distribution)

# Contents

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# Project Snapshot

**Advisory**
- Abhinav
- Niti
- Gaurav

**Consulting**
- Harsh
- Rahul

**Execution**
- Akshay

## OBJECTIVE

Develop an online automated process flow for obtaining a certificate for ISO27001 : 2013 compliance.

### REQUIREMENT ANALYSIS

- **Customer Driven** : Fulfill mandatory eligibility qualification criteria, contractual requirements.
- **Regulatory Changes :** Change in regulatory policies, setups and guidelines.
- **Competitive Differentiators** : Management decision for Competitive advantage.

## SOFTWARE

Develop **02 modules** for allowing data entry.

- Approach 1 : Sharepoint + Power BI.
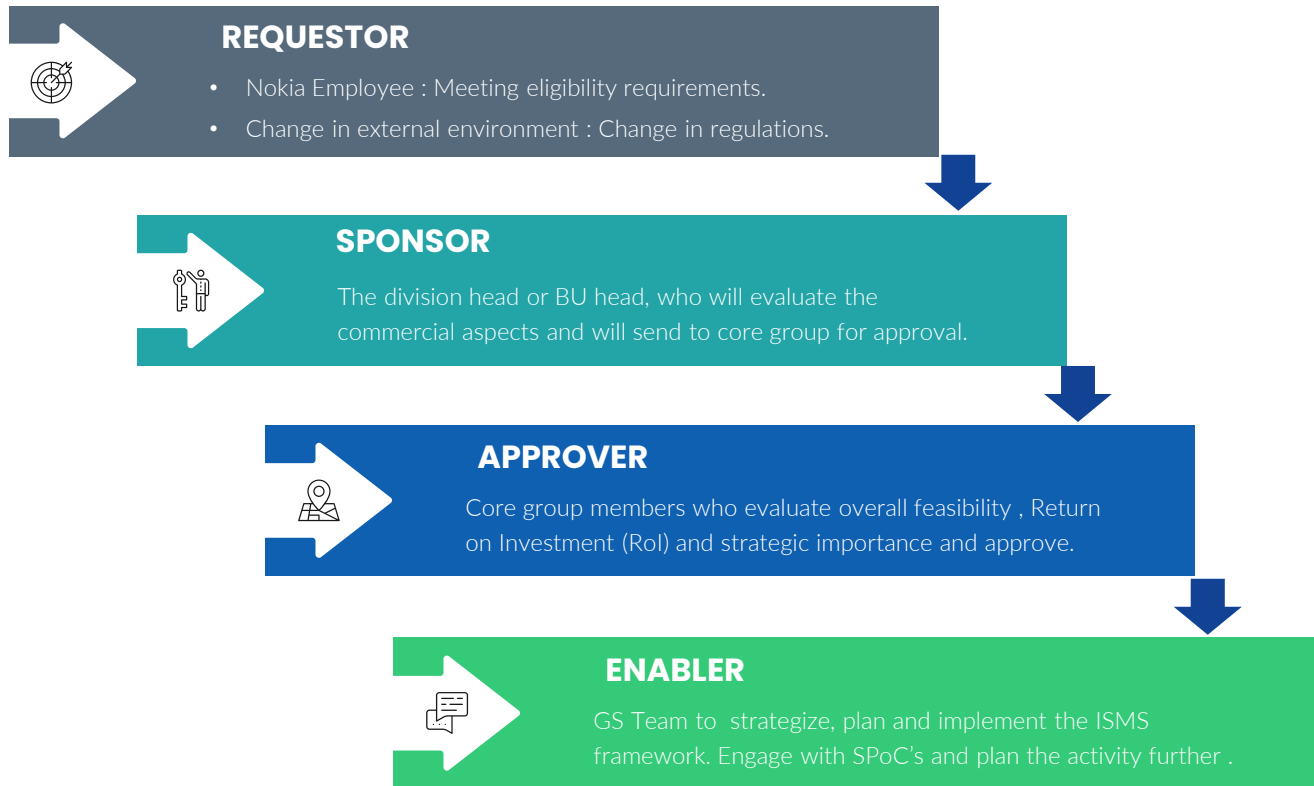- Approach 2 : RSA Archer + Browser Support

### BASIC FUNCTIONALITY :

- **Platform Independence** : No need for loading any software.
- **Lightweight**. Should not use too much storage and processing power. Capable of running on mobile or BYOD.
- **Easy to Understand :** No prior knowledge required to enter the information.

## TIMELINES

- Approach  : RSA Archer + Browser Support (TBD).

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# Proposed Approval Flow

## REQUESTOR

- Nokia Employee : Meeting eligibility requirements.
- Change in external environment : Change in regulations.

## SPONSOR

The division head or BU head, who will evaluate the commercial aspects and will send to core group for approval.

## APPROVER

Core group members who evaluate overall feasibility , Return on Investment (RoI) and strategic importance and approve.

## ENABLER

GS Team to strategize, plan and implement the ISMS framework. Engage with SPoC's and plan the activity further .

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# Points to Consider

Design Considerations

1. Archer Access :

   - **Need to consider and decide** , if the data entry will take place within the software environment, or it takes on the web browser that will feed data into Archer.

     ❑ Risk / Return Tradeoff :

       a. If data is entered via web browser, the dropdown functionality for Ecosystem will get eliminated, as data manipulation in real time and during run time will not be feasible. Alternatively, employees will have to mandatorily access the archer environment that may tie them to their laptops/desks.

       b. The use of a browser will increase complexity of software as specific variants will have to be provisioned in line with the Archer Platform.

2. Ease in Use of GUI :

   - Minimal use of graphics, for faster loading on low power devices. Especially mobile devices.

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# Flowchart

# Process Flow



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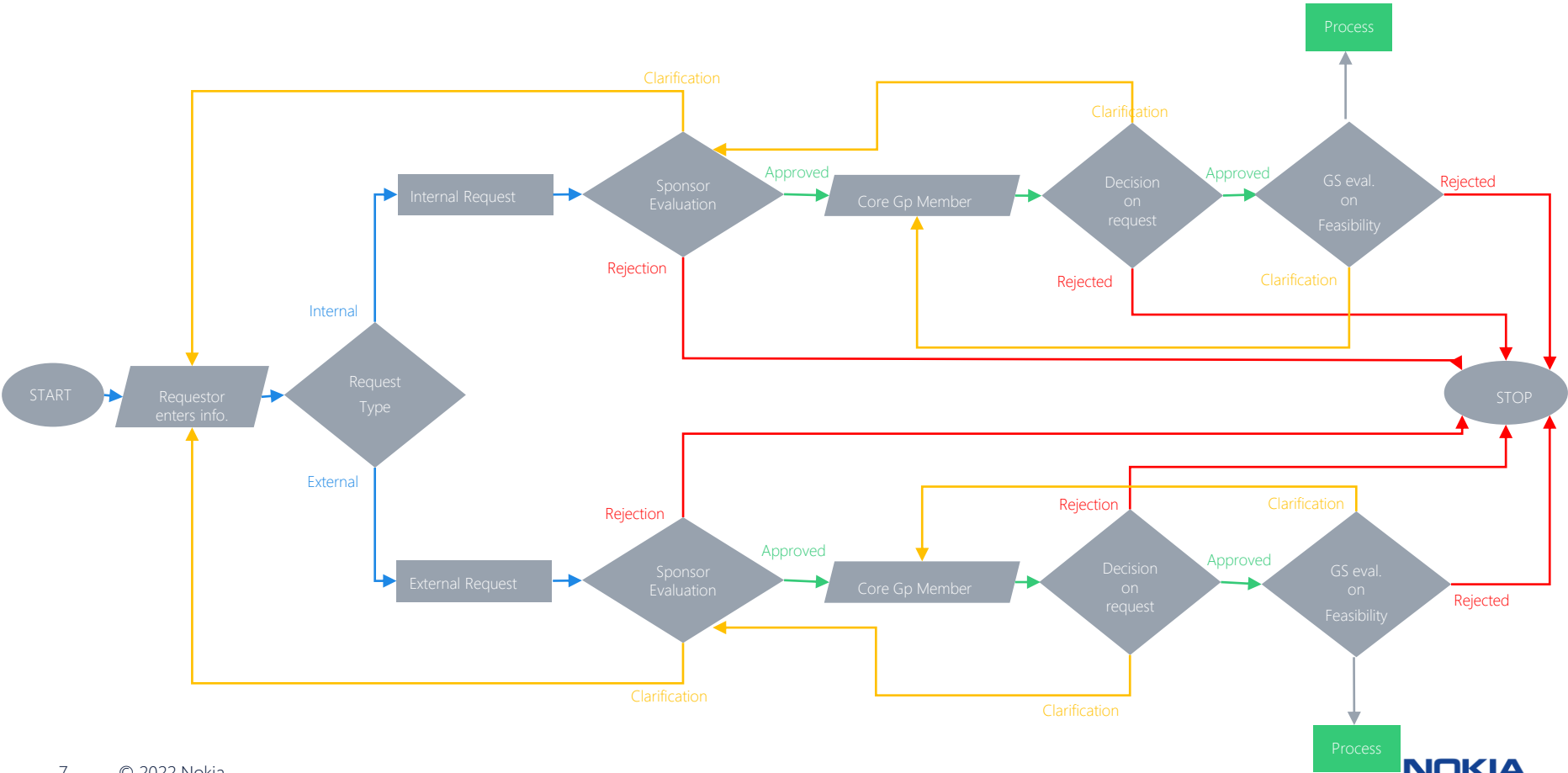
# Wireframes

# Software Flow Assumptions

1- For raising external requests, "Customer Database" to be referenced for fetching details. For raising a request, customer details along with relevant contact details should be entered in the CRM database prior to filling this form.

2- **Customer details to be extracted** :

    a. CRM ID

    b. Name

    c. Address

    d. SPoC details

       i.  Name

       ii. Email ID

       iii. Contact Number

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# Requestor Page

https://nokia.sharepoint.com/Nokia_ISOcertifictionrequest

## Welcome!!

Please fill up the following form for raising a new request for ISO 27001 : 2013 implementation and click on "SUBMIT".

Fields marked in grey need input and are mandatory.

**NOKIA**

**Type of Request**   ⦿ External Customer        ◯ Internal Requirement

### Requester Details

Employee Code

Employee Name

Employee Email ID

Business Group        ◯ CNS    ◯ MN    ◯ NI    ⦿ Nokia Technologies

### Customer Details

Customer Code

Customer Name

Contact Person

Contact's Email

### Requirement Details

Requirement Fulfillment Date

Estimated Business Potential

⦿ In Euros ( € )

◯ In USD ( $ )

**SUBMIT**        CANCEL

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# Approver's Page

**New Tab**

https://nokia.sharepoint.com/Nokia_ISOcertifictionrequest_Approver

## Welcome!!

You have received a request for approving an ISO 27001 : 2013 request from your team. Please give your approval after
Going through the relevant details .

**NOKIA**

**Type of Request**  🔘 External Customer        ⭕ Internal Requirement

### Requester Details

Employee Code

Employee Name

Employee Email ID

Business Group        ⭕ CNS   ⭕ MN   ⭕ NI   🔘 Nokia Technologies

### Customer Details

Customer Code

Customer Name

Contact Person

Contact's Email

### Requirement Details

Fulfillment Date

Estimated Business Potential

🔘 In Euros ( € )

⭕ In USD ( $ )

### Approval Status

🟢 Approved and send to Core Group Member

🟡 Clarification

🔴 Rejected

**SUBMIT**     **CANCEL**

**NOKIA**

# Core Group Member's Page

New Tab

https://nokia.sharepoint.com/Nokia_ISOcertifiction request_CoreGroupMember

## Welcome!!

Dear Core Group Member,

You have received a request for approving an ISO 27001 : 2013 request from your team. Please give your approval after after going through the relevant details

**NOKIA**

### Type of Request
- ● External Customer
- ○ Internal Requirement

### Requester Details

Employee Code

Employee Name

Employee Email ID

Business Group          ○ CNS   ○ MN   ○ NI   ● Nokia Technologies

### Customer Details

Customer Code

Customer Name

Contact Person

Contact's Email

### Requirement Details

Fulfillment Date

Estimated Business Potential      ● In Euros ( € )
                                   ○ In USD ( $ )

### Sponsor Details

Sponsor Code

Sponsor Name

Sponsor Email ID

Business Group

### Approval Status

- 🟢 Approved and send to Group Security Team

- 🟡 Clarification
  Please write your concerns :
  1.
  2.

- 🔴 Rejected
  Please provide reason(s)
  1.
  2.

[ SUBMIT ]          [ CANCEL ]

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# Group Security SPoC Page

https://nokia.sharepoint.com/Nokia_ISOcertifictionrequest

## Welcome!!

Dear GS Team,

You have received a request for an ISO 27001 : 2013 implementation. Please acknowledge the same and provide your acceptance for the assigned job.

**Relevant details are as follows :**

Business Group

Type of Request

Employee Code

Employee Name

Employee Email ID

### Customer Details

Customer Code

Customer Name

Contact Person

Contact's Email

### Requirement Details

Fulfillment Date

### Sponsor Details

Sponsor Name

Sponsor Email ID

### Approval Status

Approved by

Email ID

Approval date

⬤ Acknowledged, No clarifications required, Kickoff initiated.

◯ Clarification

Please write your concerns :
1.
2.

◯ Rejected

Please provide reason(s)
1.
2.

SUBMIT     CANCEL

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# DESCOPING WORKFLOW

# NOKIA

## Welcome!!

Dear User,

Please fill up the details below to inform relevant stakeholders about the descoping process. Please be reminded , that this exercise needs to be performed carefully after carrying out due diligence. In case you are not sure about the steps for carrying out a "Descoping Exercise", please contact your ISMS SPoC for assistance. Field(s) marked in blue are mandatorily required.

Employee Code

Employee Name          Auto Populated

Employee Email ID       Auto Populated

Business Group

○ CNS          ○ MN          ○ NI          ● Nokia Technologies

Descoping to be carried out for :

○ Site          ○ Team(s)

Please enter the details of the sites to be descoped

| Site Name 1 | | Reason for Descoping | | Descoping Date | |
|---|---|---|---|---|---|

| Site Name 2 | | Reason for Descoping | | Descoping Date | |
|---|---|---|---|---|---|

| Site Name 3 | | Reason for Descoping | | Descoping Date | |
|---|---|---|---|---|---|

☑ I have carried out due diligence and have evaluated the outcomes this descoping request will have on all teams. The same has been discussed with my line manager.

SUBMIT          CANCEL

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# NOKIA

https://nokia.sharepoint.com/Nokia_ISO27001_Descoping

# NOKIA

## Welcome!!

Dear User,

Please fill up the details below to inform relevant stakeholders about the descoping process. Please be reminded , that this exercise needs to be performed carefully after carrying out due diligence. In case you are not sure about the steps for carrying out a "Descoping Exercise", please contact your ISMS SPoC for assistance. Field(s) marked in blue are mandatorily required.

Employee Code

Employee Name                Auto Populated

Employee Email ID            Auto Populated

Business Group

◯ CNS          ◯ MN          ◯ NI          ⦿ Nokia Technologies

Descoping to be carried out for :

◯ Site          ◯ Team(s)

### Please enter the details of the sites to be descoped

| Team Name 1 | | Reason for Descoping | | Descoping Date | |
|---|---|---|---|---|---|
| Team Name 2 | | Reason for Descoping | | Descoping Date | |
| Team Name 3 | | Reason for Descoping | | Descoping Date | |

☑ I have carried out due diligence and have evaluated the outcomes this  descoping request will have on all teams.  The same has been discussed with my line manager.

SUBMIT          CANCEL

# NOKIA

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Search Google or type a URL    https://nokia.sharepoint.com/Nokia_ISO27001_Descoping

# NOKIA

## Welcome!!

Dear Core Group Member,

A descoping request has been initiated by the following colleague. Please approve or reject after carrying out appropriate due diligence.

Employee Code          Auto Populated

Employee Name          Auto Populated

Employee Email ID      Auto Populated

Business Group         Auto Populated

**Descoping to be carried out for** :   Auto Populated ( Site Name / Team Name)

### Details for Descoping

| Team Name 1 | Auto Populated | Reason for Descoping | Auto Populated | Descoping Date | DD/MM/YYYY |
|---|---|---|---|---|---|
| Team Name 2 | Auto Populated | Reason for Descoping | Auto Populated | Descoping Date | DD/MM/YYYY |
| Team Name 3 | Auto Populated | Reason for Descoping | Auto Populated | Descoping Date | DD/MM/YYYY |

Approval Status :

◯ Approved    ⦿ Rejected    ◯ More Information Required.

SUBMIT          CANCEL

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# Reports & Analytics

# Reports and Analytics
## EXPECTATIONS

Objective : To have metrics that can be represented in pure data set form and that in the form of reports. The function should support basic functions as highlighted .

## BASIC FUNCTIONS

- Requests related
  1. No. of requests raised
  2. No. of requests approved/ rejected
  3. Estimated Business Potential ( In USD / Euro)
  4. Time taken for fulfillment.

- BG specific  details
  1. No. of requests raised
  2. No. of requests approved/ rejected
  3. Estimated Business Potential ( In USD / Euro)
  4. Time Taken

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# Thank You