**Activity Overview**

In part two of this activity, you will communicate the security audit results and recommendations to stakeholders. You can include the completed stakeholder memorandum in your cybersecurity portfolio to demonstrate your ability to communicate in a way that supports stakeholder understanding of complex concepts. To review the importance of building a professional portfolio and options for creating your portfolio, read [Create a cybersecurity portfolio](https://www.coursera.org/learn/manage-security-risks/resources/pyALD).

To complete this activity, you will need the **controls assessment** and **compliance checklist** that you worked on in [the previous activity about conducting a security audit](https://www.coursera.org/learn/manage-security-risks/exam/TMBj8/portfolio-activity-conduct-a-security-audit-part-1). If you have not completed that activity, you can revisit it now.

Be sure to complete this activity and answer the questions that follow before moving on. The next course item will provide you with a completed exemplar to compare to your own work. You will not be able to access the exemplar until you have completed this activity and answered the questions.

**Scenario**

Review the following scenario. Then complete the step-by-step instructions.

*This scenario is based on a fictional company:*

Botium Toys’ IT manager asked you to conduct an internal audit of the company’s assets, controls, and adherence to compliance regulations and standards. Then, based on the company’s current goals and level of risk, she requested that you complete a controls assessment and compliance checklist to identify and explain ways that the company can improve its security posture.

Your task is to clearly and concisely communicate your findings and recommendations to the IT manager and other stakeholders, so they can implement the necessary controls and create appropriate documentation, processes, and procedures to ensure business continuity, the safety of critical assets, and compliance.

**Step-By-Step Instructions**

Follow the instructions to complete each step of the activity. Then, answer the 5 questions at the end of the activity before going to the next course item to compare your work to a completed exemplar.

**Step 1: Access supporting materials**

The following supporting materials will help you complete this activity. Keep them open as you proceed to the next steps.

To use the supporting materials for this course item, click the link.

Link to supporting materials: [Botium Toys: Audit scope and goals](https://docs.google.com/document/d/1bA-J96jzDVFi9XjNOKd4w2bCR7X7ZTs3_szPElOkyFM/template/preview)

OR

If you don’t have a Google account, you can download the supporting materials directly from the following attachment.

**[Botium Toys\_ Audit scope and goals](https://d3c33hcgiwev3.cloudfront.net/5Opm030WQyui_PHAc_kPqA_9e78a449af2e47aeb29baa9e25ba8ef1_Botium-Toys_-Audit-scope-and-goals.docx?Expires=1684368000&Signature=GPIdUUkpD8u8WNOfWI0X4VcUS5S8JxeaYYAXVsdEvAkk25DbXyahUgg5klM~rT2CPyEURb3V~mx64mg-SiiXOBi60uB0WDMPlc1iunMERe2RcoXhTSbw7asPrCIz3O~l0i26~MpUb8TStdkH5VYH3NOP6Qj8iVzBaW-y4ICJJog_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/5Opm030WQyui_PHAc_kPqA_9e78a449af2e47aeb29baa9e25ba8ef1_Botium-Toys_-Audit-scope-and-goals.docx?Expires=1684368000&Signature=GPIdUUkpD8u8WNOfWI0X4VcUS5S8JxeaYYAXVsdEvAkk25DbXyahUgg5klM~rT2CPyEURb3V~mx64mg-SiiXOBi60uB0WDMPlc1iunMERe2RcoXhTSbw7asPrCIz3O~l0i26~MpUb8TStdkH5VYH3NOP6Qj8iVzBaW-y4ICJJog_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

**Step 2: Analyze audit results**

Review the **controls assessment** and **compliance checklist** you completed in “Conduct a security audit, part 1” and consider the following, before moving on to the next step:

* What were the audit scope and goals?
* What were the *critical findings* of the audit that need to be addressed immediately (i.e., What controls and/or policies need to be implemented immediately)?
* What were the *findings* (i.e., What controls and/or policies that need to be addressed in the future)?
* How can you summarize your recommendations clearly and concisely to stakeholders?

**Step 3: Communicate results and recommendations**

Consider your responses to the questions in step 2, and refer to your completed **controls assessment** and **compliance checklist**. Then, use the provided template to communicate your findings and recommendations to stakeholders.

To use the supporting materials for this step, click the following link.

Link to supporting materials: [Stakeholder memorandum](https://docs.google.com/document/d/1sQlvc3PzEN9KXApf5SLT92KKp2IkJK4JPZZXpj3-5TM/template/preview?usp=sharing)

OR

If you don’t have a Google account, you can download the supporting materials directly from the following attachment.

**[Stakeholder memorandum](https://d3c33hcgiwev3.cloudfront.net/IzImaOeORYKxH_PQcm2_xw_28bffdf425d44d2ab7b70a9717a737f1_Stakeholder-memorandum.docx?Expires=1684368000&Signature=KsjOU6MlYdIh5YcU2y2cPp7jbohWtzs3UUnAkNl9hl0JoR7DC5dkhW2G2wRl8jU0xrR0frdt3-TJ0a-Ua~bV-fFr~uO9qpAAwn3YrOw5rwMmFK73VIKfsx0yenhzLASaeHlx-eb~yfFBYL6x-voR4vH3JLQ~bLCqEdipGUXvhDk_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/IzImaOeORYKxH_PQcm2_xw_28bffdf425d44d2ab7b70a9717a737f1_Stakeholder-memorandum.docx?Expires=1684368000&Signature=KsjOU6MlYdIh5YcU2y2cPp7jbohWtzs3UUnAkNl9hl0JoR7DC5dkhW2G2wRl8jU0xrR0frdt3-TJ0a-Ua~bV-fFr~uO9qpAAwn3YrOw5rwMmFK73VIKfsx0yenhzLASaeHlx-eb~yfFBYL6x-voR4vH3JLQ~bLCqEdipGUXvhDk_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

**Pro Tip: Save a copy of your work**

Finally, be sure to save a copy of your completed activity. You can use it for your professional portfolio to demonstrate your knowledge and/or experience to potential employers.

**What to Include in Your Response**

Be sure to address the following elements in your completed activity:

* A high-level summary of the **audit scope** is provided (4-6 sentences or bullet points)
* A high-level summary of the **audit goals** is provided (4-6 sentences or bullet points)
* **Critical findings** are listed and explained
* Other **findings** are listed and explained
* The **summary/recommendations** clearly and concisely synthesize the the most important information from the audit scope, goals, critical and other findings (5-10 sentences)

**Step 4: Assess your activity**

The following is a self-assessment for your stakeholder memorandum. You will use these statements to review your own work. The self-assessment process is an important part of the learning experience because it allows you to *objectively* assess your security audit.

There are a total of 5 points possible for this activity and each statement is worth 1 point. The items correspond to each step you completed for the activity.

To complete the self-assessment, first open your stakeholder memorandum. Then respond yes or no to each statement.

When you complete and submit your responses, you will receive a percentage score. This score will help you confirm whether you completed the required steps of the activity. The recommended passing grade for this project is at least 80% (or 4/5 points). If you want to increase your score, you can revise your project and then resubmit your responses to reflect any changes you made. Try to achieve at least 4 points before continuing on to the next course item.

**1.**

Question 1

You clearly and concisely communicated the internal audit scope to stakeholders.

**1 point**



Yes



No

**2.**

Question 2

You clearly and concisely communicated the internal audit goals to stakeholders.

**1 point**



Yes



No

**3.**

Question 3

You clearly and concisely communicated the critical findings to stakeholders.

**1 point**



Yes



No

**4.**

Question 4

You clearly and concisely communicated other, non-critical findings to stakeholders.

**1 point**



Yes



No

**5.**

Question 5

You clearly and concisely communicated a summary and recommendations to stakeholders.

**1 point**



Yes



No