Prepared by: Michael Jordan

Date: 6/18/2025

Project Summary: Governance Charter Review and Recommendations

I reviewed SecureTech's current governance charter, focusing on the mission, objectives, and defined roles and responsibilities of the GRC team. Based on Scenario 2—a recent audit finding that identified slow data breach response times due to unclear roles in the incident response process—I recommended targeted updates to the charter. These updates focused on clarifying responsibilities within the incident response workflow, assigning specific roles for breach detection, communication, and containment, and improving overall response coordination to ensure faster and more effective incident handling.