

CYBR-3600: Information Security Policy Awareness

Class Project Specification

In this project, you will develop a set of information security documents for your fictional company, which you will create. The result will be a set of security documents that can be used by your employees in order to protect your company's information assets. The final deliverable will contain documents from **at least three (3) different security policy areas** from the following domains: asset management, operational/communications security, human resources security, physical security, access control, business continuity, and incident management. The deliverables expected for this project, along with their due dates are discussed below.

Deliverable 1: Milestone Submission (200 pts)

Due date: 2/27/2018

The purpose of this document is to present the foundations of your company. You will use this document to specify the industry, size and structure of your organization. This document will 'set the scene' for the remainder of your project. Hence, it will discuss what technologies exist and what services are offered by the company. This will involve identifying what information assets need to be protected and therefore, will require you to develop proper security documentation.

In addition, you will need to research what potential laws and regulations will impact your company. These are the laws and regulations, which you will use to derive potential security requirements. For example, if you decide that your company is an online e-commerce store, one regulation you will need to take into consideration is PCI-DSS (because we will handle credit card information). As a result, encrypted communications between customers and our payment server is a necessary security requirement. Hence, you could develop a policy and relevant security documentation to support this security requirement. You will need to use relevant laws and regulations to identify other relevant security requirements.

Please do not exceed two pages for this deliverable. However, your deliverable needs to be detailed enough so that security documents can be developed for your company.

Deliverable 2: Project Submission (1,000 pts)

Due Date: 4/23/2018

Deliverable 2 will involve the submission of security documentation that you have developed to fulfill the requirements you specified in your milestone submission (Deliverable 1). This security documentation **must** involve the following:

- a) **At least one information security policy from each of the following policy areas:** asset management, human resources security, physical security, operational/communications security, access control, business continuity, and incident management.
- b) For **one** of these policies, you will also develop **standards and guidelines** (at least **3 documents**, which must involve at least **one standard** or **one guideline**). In other words,

for one policy there must be **one standard and two guidelines** or **two standards and one guideline** document.

The standards and guidelines you chose must support the implementation of one policy you have developed, as well as the security requirements specified in the milestone document. Suppose you were to develop a password policy, you will also need to develop and submit a standard on how that policy can be implemented, as well as guidelines for implementing the policy/standard on a particular technology. For example, if you specify that your organization uses Windows Server 2016 for your infrastructure, one guideline could provide how the password policy will be implemented on this operating system (maybe Active Directory?). Likewise, if you decide your company's employees will use Android or iOS mobile devices, another guideline document would describe how the policy would be implemented on this platform/operating system/technology.

Having covered password policies during our class discussions, this policy cannot be submitted as part of the project deliverables.

Grading Breakdown

The grading criteria for Deliverable 1 is set out in Grading Rubric 1. Each section of rubric will be assigned 50 points, **for a total of 200 points for the deliverable.**

The grading criteria for Deliverable 2 is set out in Grading Rubric 1 and Grading Rubric 2. The specific number of points for each section of the rubric is shown below:

Visual Presentation – 50 points
Research – 100 points
Critical Thinking – 50 points
Interest Factor – 50 points
Policies – 350 points
Standards – 200 points
Guidelines – 200 points
Total – 1,000 points

The detailed grading rubrics are presented on the following pages.

Submission Process

This project will enforce the plagiarism policy described in the syllabus. Please note that all submissions regarding this project **will be subject to plagiarism checks by Turnitin.** Students will be required to **submit their deliverables to Canvas via Turnitin.** In addition, students will also need to print their deliverables together with a title page that contains the following:

- Name, Email and Student ID
- Title of the Deliverable

If required, all pages will be stapled together and submitted by the deadlines specified in this document. Specific times for submission will be provided at a later date.

Grading Rubric 1

	Outstanding (A)	Good (B)	Fair (C)	Unacceptable (D)
<i>Visual Presentation</i>	Cover page with relevant info. including descriptive title. Section headings. Good graphics, with appropriate citations. Clean and professional looking. 3 policy and 3 other documents have been submitted	Cover page. Sections headings. Graphics included. Professional looking. 2-3 policy and 2-3 other documents have been submitted	Most relevant information present. Some section headings, captions, or graphics used. Mostly looking professional 1-2 policy and 1-2 other documents have been submitted	Dirty or ragged appearance. Missing titles, captions, headings, name of author. Missing graphics Not professional. 1 or less policy and 1 or less other documents have been submitted
<i>Research</i>	The evidence comes from a wide variety of valid sources. The bibliography is complete and reflects appropriate sources.	The evidence comes from mostly valid sources. The bibliography is complete.	Valid sources are inconsistently used. The bibliography is missing some sources.	The evidence seldom comes from valid sources. The bibliography is missing significant sources.
<i>Critical Thinking</i>	Arguments are pertinent to the topic. Arguments are logical, supported with evidence. The key arguments have been made – no major points have been left out.	Arguments are pertinent to the topic. Arguments are fairly logical and reasonably supported. Most key arguments have been made.	Arguments not pertinent. Arguments are not consistently pertinent, logical, or supported. Few key arguments have been made.	Arguments not pertinent. Arguments rarely, if at all, logical and supported. Almost no key arguments have been made.
<i>Interest factor</i>	Language and style appropriate for intended audience. Document presents well-developed analysis and synthesis. Main points are memorable.	Language and style appropriate. Document presents reasonable analysis and synthesis. Main points clear.	Language and style only fair. Less-developed analysis and synthesis. Main points present, not well made.	Language and style poor. Analysis and synthesis lacking. Main points not discernable.

Grading Rubric 2

	Outstanding (A)	Good (B)	Fair (C)	Unacceptable (D)
<i>Policy</i>	<p>The policy is descriptive and contains all the relevant parts.</p> <p>The policy is complete and takes into consideration all the legal and regulatory requirements specified in the milestone document.</p> <p>Clean and professional looking.</p>	<p>The policy is descriptive, but is missing one or two relevant parts.</p> <p>The policy takes into consideration the legal and regulatory requirements specified in the milestone document, but is missing one or two requirements.</p> <p>Professional looking.</p>	<p>The policy is descriptive, but is missing three relevant parts.</p> <p>The policy attempts to take into consideration the legal and regulatory requirements specified in the milestone document or is missing three or more requirements.</p> <p>Mostly looking professional</p>	<p>The policy is not descriptive or is missing more than three relevant parts.</p> <p>The policy is incomplete and does not take into consideration the legal and regulatory requirements specified in the milestone document.</p> <p>Not professional.</p>
<i>Standards</i>	<p>The standard is defined and fully supports the proposed policy.</p> <p>The standard is very detailed and takes into consideration many different aspects in order to implement the policy.</p> <p>Clean and professional looking.</p>	<p>The standard is defined and supports the proposed policy, but is missing one or two key points.</p> <p>The standard is detailed and takes into consideration different aspects in order to implement the policy, but is missing one or two requirements.</p> <p>Professional looking.</p>	<p>The standard is defined and supports the proposed policy, but is missing three key points.</p> <p>The standard is detailed and takes into consideration different aspects in order to implement the policy, but is missing three or more requirements.</p> <p>Mostly looking professional.</p>	<p>The standard is not defined or is missing more than three relevant key points.</p> <p>The standard is not detailed and does not take into consideration different aspects in order to implement the policy.</p> <p>Not professional.</p>
<i>Guidelines</i>	<p>The guideline is very detailed.</p> <p>The evidence comes from a wide variety of valid sources.</p> <p>Clean and professional looking.</p>	<p>The guideline is mostly detailed.</p> <p>The evidence comes from valid sources.</p> <p>Professional looking.</p>	<p>The guideline is inconsistently detailed.</p> <p>Valid sources are inconsistently used.</p> <p>Mostly looking professional.</p>	<p>The guideline is not detailed.</p> <p>The evidence seldom comes from valid sources.</p> <p>Not professional.</p>