

Security and Risk Management Module
Group 1 Meeting Minutes – Assignment 1
27th August 2022

Attendees : Jane Aldridge, Pearce Begley, Shailender Kudachi, Beatrice Muregi

Enclosed are the actions and meeting notes, for the kick-off meeting for the first team assignment :

- E-portfolio
 - The e-portfolio for the module is worth 40% of the course grade and so it is important that any artefacts which are produced as part of the analysis for the first assignment, are uploaded to e-portfolio
 - It was agreed that all artefacts would be shared amongst the team and uploaded to each team members portfolio
- In terms of a plan for the project the following milestones were agreed :
 - Week 1 (Saturday 27th August to Friday 2nd September)
 - Research digitalization of similar organizations, in order to come up with the proposed changes
 - Complete the background reading for units 1 to 6 (action : all team members)
 - Research similar risk assessments, for small companies which are not yet fully digitalized and have little automation (action : all team members)
 - Agree the risk methodology and approach to be used for the risk assessment after completing the background reading (action : all team members), with justifications
 - Agree the approach for the risk and threat modelling exercise (action : all team members)

- Gather information to support the analysis of risks and security issues
(action : all team members)
 - Research the regulations which will apply in this case, such as GDPR
(action : all team members)
- Week 2 (Saturday 3rd September to Friday 9th)
 - Use UML to produce use cases and class diagrams for the case study
(action : tbd)
 - Create a list of proposed changes for the digitalisation process (action : tbd)
 - Complete a risk and threat modelling exercise which evaluates the threats and risks of the changes involved in the digitalisation process
(action : tbd)
 - Document a list of the risk mitigations for the risks and threats identified (action : tbd)
- Week 3 (Saturday 10th September to Monday 19th)
 - Complete the proposed timeline
 - Write the risk assessment
 - Complete the executive summary
 - Submit the final version
- Next team meeting
 - It was agreed that either a Friday, Saturday or Sunday was the best time for a team meeting
 - The plan is to meet again on the 3rd September (time tbd)

Key Process Steps

Risk Assessment of digitalization process (including non IT risks)



- 1) List of proposed changes for digitalization



- 2) Determine risk assessment method & justify why this risk method was selected



- 3) Complete a risk and threat modelling exercise for the proposed changes



- 4) Document the mitigations and risks for the proposed changes



- 5) Put together a timeline and proposal
 - a. Plan (gantt chart)
 - b. Number of resources required
 - c. Man day estimate and duration
 - d. Type of resources required
 - e. Proposed phases to mitigate the risk
 - f. Impact to business



- 6) Executive Summary