# Phase 3 Template

## Task 1: Establish protocols for working collaboratively

Protocol 1: **Authentication**: Set up multi-factor authentication to access the collaborative workspace would allow cyber safe environment. This would enable only authorized individuals to access sensitive information and contribute to the project.

Protocol 2: **Encryption**: All data shared and stored within the collaborative space must be encrypted and set up passwords to access important information. Remember to make the password with at least 10 characters.

Protocol 3: **Training and Awareness**: All the project team members must undergo regular cyber training to stay aware about the latest threats and practices that can be done to avoid potential threats.

## Task 2: Demonstration of Collaboration Tools

### Task 3

Protocol 1: **Establish respectful communication norms and uphold trust through transparent interactions and mutual understanding.**

Protocol 2: **Clearly define tasks and processes, to enhance the efficiency, and promote effective collaboration, not just goals and roles.**

Protocol 3: **Utilize consistent meeting rooms for recurring meeting and create separate meeting rooms for different discussion, ensuring data security.**

### Task 4

Rule/Responsibility 1: **Everyone will be treated with respect and any kind of disrespect or abusive language will not be tolerated, strict actions will be taken if anyone decides to threat or abuse anyone.**

Rule/Responsibility 2: **The agenda of the meeting would be stated clearly. The meeting should include items and suggestions on the agenda and not regarding any other topics.**

Rule/Responsibility 3: **The meeting should establish secure communication channels and uphold data protection protocols to safeguard client confidentiality.**

Name of your employee: Benafsha Nabawi

## Task 3: Feedback

**Personal Evaluation:** Collaboration is crucial when working on a project. Ensuring a safe environment during collaboration is even more important. Implementing authentication adds an extra layer of security for participants. Although the encryption did not function as intended due to the challenges of encrypting shared meeting data, using passwords provided effective protection. Additionally, training, an essential component of the project, was successfully implemented.

**Employee’s Evaluation**: Yes, the owner successfully met Protocols, Rules, by clearly defining tasks, sticking to meeting agendas, and ensuring data security.

**Impact and Future Improvements:** The written protocols from Phases 2 and 3 significantly contributed to the successful demonstration with my employee by providing clear guidelines and structured processes. One improvement for the future would be to incorporate more visual aids to enhance understanding and retention of the protocols.

## Task 4: Project Reflection

Lesson 1: **Cascading effect is real while conducting projects**: Every task is dependent on the other task, if one task is delayed the others might get affected too.

Lesson 2: **Safety and Security:** Ensuring robust security protocols is crucial for protecting project data and maintaining trust among team members. In Phase 2, we faced challenges with encryption, but implementing strong password protections proved effective.

## Task 5: Sign Off

All work has been carried out as per the requirements of the client.