Stakeholder memorandum

Complete each section of the stakeholder memorandum template to communicate your audit results and recommendations to stakeholders:
- Scope
- Goals
- Critical findings (must be addressed immediately)
- Findings (should be addressed, but no immediate need)
- Summary/Recommendations

Use information from the following documents:
- [Botium Toys: Audit scope and goals](#)
- Controls assessment (completed in "Conduct a security audit, part 1")
- Compliance checklist (completed in "Conduct a security audit, part 1")

[*Use the following template to create your memorandum*]

TO: IT Manager, Stakeholders
FROM: Theodore Hovig
DATE: 06/21/2023
SUBJECT: Internal IT Audit Findings and Recommendations

Dear Colleagues,

Please review the following information regarding the Botium Toys internal audit scope, goals, critical findings, summary and recommendations.

Scope: The entire security program at Botium Toys

Goals: Align current business practices with industry standards and best practices

Critical findings (must be addressed immediately): Least Privilege; Disaster Recovery Plans; Password Policies; Access Control Policies; Account Management Policies; Separation of Duties; Intrusion Detection System; Encryption; Backups; Password

Management System; Antivirus Software; Manual Monitoring, Maintenance, and Intervention; Closed-circuit Television Surveilance; Locks

Findings (should be addressed, but no immediate need): Time-controlled Safe; Adequate Lighting; Locking Cabinets; Signage; Fire Detection and Prevention

Summary/Recommendations: With the exception of Physical Controls and Firewall from Technical Controls, all findings are critical and should be addressed immediately to achieve alignment with NIST CSF best practices and, to avoid potential financial losses, compliance with GDPR, PCI DSS and SOC2.