

PLAYBOOK

WHEN THINGS GO WRONG

- Incident Response Plan [source](#)
- Disaster Recover Plan [source](#)

Periodic Action Items

Per-Quarter 🌸🌿🌻🌱

- User access reviews [source](#)
- Third-party services [source](#)

Annual 🗓️

- Information security policy review and distribution [source](#)
- Incident Response Plan [source](#)
- Disaster recovery test (backup and restoration)
 - [source 1](#)
 - [source 2](#)
- Data review [source](#)
- Employee review [source](#)
 - Review compliance of security policies and fulfillment of responsibilities.
- Security awareness training [source](#)
- Secure development training [source](#)
- Human resource availability and capacity [source](#)

Employees & Contractors

New Hire

- Hiring
 - Formal acknowledgement of [Terms & Conditions of Employment](#)
 - Acknowledge and sign the [Information Security Policy](#)
- Onboarding
 - Security awareness training [source](#)

- Microsoft 365 license purchasing (via BEMO)
 - (if required) Purchase a Microsoft E5 license
 - (if required) Purchase a Power BI per-user license
- Create Microsoft 365 @vimaec.com email account
 - Assign necessary licenses
 - Add to "Days Off" calendar
- Invite @vimaec.com email to:
 - Slack
 - GitHub (if applicable)
 - Autodesk org + license assignments (if applicable)
 - ACC/BIM3650 (if applicable)
- Send welcome email to their personal email.

Termination

- Offboarding process [source](#)
- Remove account from services, including:
 - Slack
 - GitHub
 - Autodesk
 - ACC/BIM360
 - Microsoft 365 (delete account or convert to shared mailbox)

Third-Party Service

- Service agreements must include:
 - [Compliance Documentation](#)
 - [Security](#)