██████████

URCH, ██████████

Version 1.0

IT Security
Memo, ██████████
██████████ 1(1)

IT Security analysis

An IT Security analysis will be performed at your unit. The result will be a documented analysis of your area from an IT Security perspective. Proposal of demands and recommendation of actions for improvement if shortages are found will be presented.

The analysis will take about two days, and during these day's interviews and discussions with responsible persons and an inspection of the server room will take place.

 Persons for interviews are:
- Manager for ██████████
- Human resource responsible
- Security responsible for the physical part of the server room
- Super users
- IT responsible for the unit

The analysis will take place, ██████████

To be better prepared and perform a correct analysis of your unit, please answer all questions in the attached document "Background information". Please send the document back to me together with a confirmation of the date for the analysis, within two weeks. Confirm also that the persons who need to be interviewed are available at the analysis time.

The agenda for the two days:
Day 1, ██████████
9-10   a.m.   Presentation, method and project description (All persons who will be interviewed)
10-11 a.m.   Physical inspection (Person responsible for the server room)
11-12 a.m.   Interview (Manager for the unit and HR responsible)
1-2   p.m.   Interview (Manager for the unit and HR responsible)
2-4   p.m.   Interview (IT responsible)

Day 2, ██████████
9-10   a.m.   Interview (Super user for GPS/TOS and if local systems exist)
11-12 a.m.   Performing the risk analysis (Manager for the unit, IT responsible)
1-3   p.m.   Presentation and discussions of the result & sum up (Manager for the unit)

If you have any questions, do not hesitate to contact me.

Best regards,

Uschi (URCH)
██████████