

ITS Project Charter

Campus Security Program Project

Project Title: *Campuswide IT Roles and Responsibilities*

Section I: Project Summary

<p>Background and Problem Statement:</p>	<p>In order to provide a secure yet open IT environment that protects the integrity and confidentiality of information while maintaining its accessibility, each member of the campus community must assume informed responsibility for the security and protection of electronic information resources over which he or she has control. Resources to be protected include networks, computers and other hardware, software, and data. These resources support campus processes, including teaching, research and business, which may be ultimately affected. Potential security incidents must be reported and responded to quickly and efficiently. Activities outsourced to off-campus entities must comply with the same security requirements as in-house activities. Responsibilities range in scope from security controls administration for a large system to the protection of one's own access password. A particular individual can have more than one role. Currently, there is no comprehensive, mandated statement of roles and responsibilities with respect to IT assets that includes all users of IT resources.</p>
<p>Values/Principles:</p>	<p>It is important to protect the security and integrity of university assets and information, both from the perspective of legal compliance and in order to maintain confidentiality, integrity, and availability of information. A policy that both acknowledges and educates that all users of IT resources and data have roles and responsibilities with respect to IT security will promote a climate of security awareness and ownership.</p>
<p>Benefits and Return on Investment:</p>	<p>A campuswide policy identifying and outlining the roles and responsibilities of all campus IT users will provide the foundation for a comprehensive campuswide security policy in which each member of the campus community assumes informed responsibility for the security and protection of electronic information resources over which he or she has control. The projected benefits would be fewer IT security incidents as a result of the creation of a more aware, proactive and security-minded campus community.</p>
<p>Approach and Deliverables:</p>	<p>This project has several deliverables in two primary phases:</p> <p>Phase 1. Develop and adopt policy informed by other UC campuses and UCOP identifying and outlining the roles and responsibilities of all campus IT users</p> <ol style="list-style-type: none"> a. Verify top-town mandate for a campuswide roles and responsibilities policy for all IT users and for related education and training. b. Development and approval of project plan. c. Identification of appropriate team members and creation of project team. d. Compile related policy from other UC campuses and UCOP e. Identification of different categories of campus IT users for which roles and responsibilities will be defined. f. The development of a policy identifying and outlining the roles and responsibilities of all campus IT users, by category of user (a particular individual can have more than one role). g. Execute on top-town mandate for and adoption of campuswide roles and responsibilities policy for all IT users. <p>Phase 2. Development and implementation of a program to educate campus IT users about this policy and about their roles and responsibilities under it</p> <ol style="list-style-type: none"> a. Development and approval of project plan. b. Identification of appropriate team members and creation of project team. c. Develop and implement educational program.

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Section II: Project Detail:

Governance Structure:	This project reports to IT Security Committee (ITSC). The ITSC recommends proposed policy to the ITC, which recommends to EVC Kliger for campus approval and mandate.
Status Reporting Method and Communication	Regular progress reports will be presented to ITSC as part of Campus Security Program updates. These reports will include status, results, and budget status, as applicable.
Risks:	It is possible that a campuswide policy defining all campus IT users' roles and responsibilities could be seen as unnecessary, as "lip service" to address security requirements, or as creating additional workload with little or no payoff. To avoid these risks, this policy will need to have a top-down mandate, be clear in its purpose, and be accompanied by an effective education and publicity campaign whose focus is not only on the specific requirements of this policy, but on its purpose and how it will benefit the campus and everyone to whom the policy applies.
Policy implication	This project has significant policy implications, since its goal is to develop and have adopted a new, campuswide policy outlining the roles and responsibilities of all campus IT users for the security and protection of electronic information resources over which they have control.
Performance Criteria:	<p>Success of this project is defined by the successful accomplishment of the project deliverables:</p> <p>Phase 1. Develop and adopt policy informed by other UC campuses and UCOP identifying and outlining the roles and responsibilities of all campus IT users</p> <ol style="list-style-type: none"> a. Verify top-town mandate for a campuswide roles and responsibilities policy for all IT users and for related education and training. b. Development and approval of project plan. c. Identification of appropriate team members and creation of project team. d. Compile related policy from other UC campuses and UCOP e. Identification of different categories of campus IT users for which roles and responsibilities will be defined. f. The development of a policy identifying and outlining the roles and responsibilities of all campus IT users, by category of user (a particular individual can have more than one role). g. Execute on top-town mandate for and adoption of campuswide roles and responsibilities policy for all IT users. <p>Phase 2. Development and implementation of a program to educate campus IT users about this policy and about their roles and responsibilities under it</p> <ol style="list-style-type: none"> a. Development and approval of project plan. b. Identification of appropriate team members and creation of project team. c. Develop and implement educational program. <ol style="list-style-type: none"> i. Measure of success will include percentage of population trained.
Dependencies / Key Relationships:	The success of this project is dependent upon approval and a mandate for this policy from UCSC upper administration and upon support from other ITS and campus units for the creation of a working project team. It is also dependent upon an effective education and publicity campaign whose focus is not only on the specific requirements of this policy, but on its purpose and how it will benefit the campus and everyone to whom the policy applies.

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	A key relationship will be with OPM for the coordination and deployment of communication and education.
Project Plan:	See below
Name Participants:	TBD: this is one of the initial deliverables.
Budget:	<p>The initial steps of Phase 1 of this project are verifying a top-town mandate for a campuswide roles and responsibilities policy for all IT users, the development of a project plan, assembly of the project team, and compilation of related policy from other UC campuses and UCOP. No additional funding is required for these steps.</p> <p>TBD for the overall project, however it is expected that resources will be limited to commitment of project team members and staff time.</p>

PROJECT PLAN

Phase 1: Develop and adopt policy informed by other UC campuses and UCOP identifying and outlining the roles and responsibilities of all campus IT users	
Phase 1 – initial Stage:	
Resources:	Project team plus staff time
Milestones & Tasks:	<ul style="list-style-type: none"> • Verify top-town mandate for a campuswide roles and responsibilities policy for all IT users and for related education and training. • Development and approval of project plan for Phase 1 (in progress). • Identification of appropriate team members and creation of project team. • Compile related policy from other UC campuses and UCOP
Timeline:	Start by August 2005; completion by October 15, 2005
Phase 1 – final stage:	
Resources:	Project team plus staff time
Milestones:	<ul style="list-style-type: none"> • Identification of different categories of campus IT users for which roles and responsibilities will be defined. • The development of a policy identifying and outlining the roles and responsibilities of all campus IT users, by category of user (a particular individual can have more than one role). • Execute on top-town mandate for and adoption of campuswide roles and responsibilities policy for all IT users.
Timeline:	October 2005 – January 2006
Phase 2: Development and implementation of a program to educate campus IT users about this policy and about their roles and responsibilities under it	
Resources:	Project team plus staff time
Milestones:	<ul style="list-style-type: none"> • Development and approval of project plan. • Identification of appropriate team members and creation of Phase 2 project team. • Develop and implement educational programs targeted toward each identified category of campus IT user. <ul style="list-style-type: none"> ○ Measure of success will include percentage of population trained.
Timeline:	January 2006 – May 2006

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