

Example Technology Plan

1.1.1 Improve Network Server and File Security.

ORG should standardize and improve its network security. The mix of local vs. server accounts and the lack of standards for file organization and file sharing not only requires more overall administration; but also puts ORG's data at risk from loss, theft, or access to private files by individuals who should normally be denied access.

Recommendation

- In order to provide a consistent model among all of its offices ORG should follow a standard set of guidelines for storing and sharing files. Additionally, all user accounts should be centralized on the servers at each location.
- A consistent file storage and sharing model will help users across the organization to know where to put files so that they are secure and confidential.

Considerations

This recommendation should be considered when planning to replace the network server at office as many of the tasks below could be most quickly performed on a new server.

Implementation Tasks – The following steps are required for implementing this recommendation.

	Step	Assignee	Staff Hours	Consult. Hours	Est. Cost
1	Determine file organization and access rights for each office	ORG, Consultant	4	2	
2	Setup shares on each server (approx 1 hour on each server)	Consultant		3	
3	Establish proper accounts and groups on each server. (approx 1 hour on each server)	Consultant		3	
4	Migrate files to secure shares*	ORG	6		
5	Write and communicate security and storage policy to organization	ORG, Consultant	1	1	
	Total estimated Staff hours		11		
	Total estimated Consulting hours *Cost estimate is for consulting hours estimated at an average of \$100/hour.			9	\$900
	Total estimated cost to the organization				\$900

*The cost for this project depends largely on a high level of participation by the ORG administrators.