

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

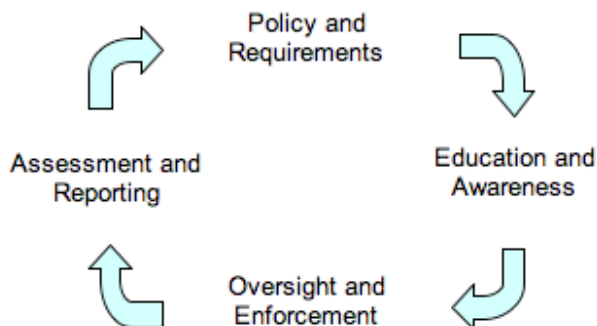
## Introduction

Dalton State College is located in Dalton, Georgia and serves Northwest Georgia by offering associate, certificate, and targeted baccalaureate programs of study and a wide variety of public service and continuing education activities. Dalton State College currently enrolls just under 5,000 students and employs approximately 400 faculty and staff.

Since December 2005 Dalton State College has annually submitted an Information Technology Security Plan in keeping with Board of Regents Policy 712.03(b) Institutional Responsibilities. These annual Information Technology Security Plans followed guidelines established by OIIT and the ACIT Security Advisory Group and were largely a collection of the College's security policies and procedures. Beginning March 2009, the USG Chief Information Security Officer, Stan Gatewood, called for each unit of the University System of Georgia to implement a comprehensive Information Security Program and annually submit a Strategic Information Security Plan. This strategic plan summarizes the set of goals for program implementation and oversight to launch an Information Security Program.

Establishing an Information Security Program is not a one-time event but an ongoing venture that follows a cyclical process—a journey. The implementation phases (see below) are not cleanly separated processes but instead represent a flow of activities that yield a continuously improving program. The implementation cycle involves establishing information security requirements, educating people about their responsibilities under those requirements, building governance structures to ensure Program compliance, and monitoring and reporting of progress.

### IT Security Program Implementation Cycle



# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Strategic Goals, Strategies, and Initiatives for Information Security Program Implementation and Management**

The following goals establish formal information security (IS) management and governance processes:

1. Establish an Information Security Program
2. Develop a full lifecycle policy development process, refreshment, and retirement methodology based on current best practices
3. Establish risk management planning processes for identifying, assessing, and responding to the risks associated with Dalton State's information assets
4. Develop a Computer Security Incident Response Plan
5. Implement a Comprehensive Security Awareness and Training Program
6. Develop a Continuity of Operations and Disaster Recovery Plan

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## Goal 1: Establish an Information Security Program

**Strategy:** Establish an IT Governance/Security Committee.

### Scope

- Provide policy development, approval, oversight and enforcement
- Create a centralized source for information security accountability
- Help obtain cross-departmental buy-in on information security initiatives
- Monitor the progress and compliance of information security on a periodic and consistent basis
- Help ensure that management is more closely involved with IT and information security to help reduce business risks

### Membership

Appointed by the President and comprised of:

- VP in charge of IT
- VP of Fiscal Affairs
- IT Director
- HR Director
- Legal Counsel
- Faculty representative (appointed by the Faculty Committee)
- Staff representative (appointed by the Staff Committee)

### **Initiatives:**

- Seek management support
- Engage committee in the development of the Information Security Plan Report
- Ensure the Security Program plans are in keeping with and are linked to the Dalton State College Strategic Plan

### **Plan of Action & Milestones:**

| <b>Task</b>   | <b>Due Date</b> | <b>Responsible Party</b> | <b>Status</b> |
|---|-----------------|--------------------------|---------------|
| Convince senior administration of the need for this committee | 8/15/2008       | IT Director              | Complete      |
| Finalize committee membership                                 | 1/27/2009       | President                | Complete      |
| Ensure Security Plan and Strategic Plan linkage               | 3/17/2009       | Committee                | Complete      |
| Submit 2009 Security Plan Report                              | 3/31/2009       | IT Director              | Pending       |

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Goal 2: Develop a full lifecycle policy development process, refreshment, and retirement methodology based on current best practices**

**Strategy:** Adopt a higher education policy development model. The IT Governance/Security Committee will adopt a policy development model after review of the standards and codes of best practices outlined in FISMA-2003, FIPS 199/200, ISO 27001, and ACUPA. These policies will formalize Dalton State College's Information Security Program and set forth employee responsibility for securing and protecting information assets.

### **Initiatives:**

- Seek management support
- Adopt the appropriate policy development model
- Establish policy development processes
- Develop communications plan
- Develop awareness plan
- Develop monitoring and review plan

### **Plan of Action & Milestones:**

| <b>Task</b>  | <b>Due Date</b> | <b>Responsible Party</b>         | <b>Status</b> |
|--|-----------------|----------------------------------|---------------|
| Review FISMA-2003, FIPS 199/200, ISO 27001, and ACUPA. | 5/1/2009        | IT Governance/Security Committee | Pending       |
| Adopt appropriate policy development model.            | 5/1/2009        | IT Governance/Security Committee | Pending       |
| Develop policy communications plan                     | 6/18/2009       | IT Governance/Security Committee | Pending       |
| Develop policy awareness plan                          | 6/18/2009       | IT Governance/Security Committee | Pending       |
| Develop policy monitoring and review plan              | 6/18/2009       | IT Governance/Security Committee | Pending       |

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Goal 3: Establish a risk management planning process.**

**Strategy:** Set risk management goals and objectives that will allow Dalton State College to safeguard its critical information technology systems and information assets. This risk management plan will outline a methodology to identify:

- The critical systems and information assets which need protection.
- The possible threats and vulnerabilities to these critical assets.
- Possible mitigation strategies.

### **Initiatives:**

- Select a compliance regime, i.e., FISMA-2002
- Seek management support
- Evaluate different assessment approaches and select the appropriate model based on budget constraints, level of risks, etc.
- Develop communications plan
- Develop awareness plan
- Develop monitoring and review plan

### **Plan of Action & Milestones:**

| <b>Task</b>  | <b>Due Date</b> | <b>Responsible Party</b>         | <b>Status</b> |
|--|-----------------|----------------------------------|---------------|
| Review and select appropriate compliance framework.  | 5/1/2009        | IT Governance/Security Committee | Pending       |
| Evaluate different assessment approaches and select the appropriate model based on budget constraints, level of risks, etc. (self-assessment vs. consultant contract vs. partner arrangement with another institution) | 5/1/2009        | IT Governance/Security Committee | Pending       |
| Document risk management plan  | 7/1/2009        | IT Governance/Security Committee | Pending       |
| Develop risk management communications Plan  | 7/1/2009        | IT Governance/Security Committee | Pending       |
| Develop risk management awareness plan   | 7/1/2009        | IT Governance/Security Committee | Pending       |
| Develop risk management monitoring and review plan   | 7/1/2009        | IT Governance/Security Committee | Pending       |

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Goal 4: Develop a computer security incident response and reporting plan**

**Strategy:** Develop an incident response capability necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating weaknesses exploited, and restoring Dalton State College's computing and information services. Develop proactive processes necessary to respond appropriately to any type or level information or computer incident, whether actual or perceived, and develop the ability to investigate the root cause and collect evidence when and wherever it occurs.

### **Initiatives:**

- Implement a process to respond, investigate, and report any abnormal activities that deviate from approved or expected practices
- Implement a flexible and sustainable incident response and reporting process
- Develop an incident response communications plan
- Develop an incident response awareness plan
- Develop an incident response monitoring and review plan

### **Plan of Action & Milestones:**

| <b>Task</b>  | <b>Due Date</b> | <b>Responsible Party</b>         | <b>Status</b> |
|--|-----------------|----------------------------------|---------------|
| Review best practices and incident response plans from other institutions.                                   | 7/17/2009       | IT Governance/Security Committee | Pending       |
| Select methodologies and best practices compatible with Dalton State College's environment and capabilities. | 7/17/2009       | IT Governance/Security Committee | Pending       |
| Document incident response plan  | 7/31/2009       | IT Governance/Security Committee | Pending       |
| Develop incident response communications plan  | 7/31/2009       | IT Governance/Security Committee | Pending       |
| Develop incident response awareness plan   | 7/31/2009       | IT Governance/Security Committee | Pending       |
| Develop incident response monitoring and review plan   | 7/31/2009       | IT Governance/Security Committee | Pending       |

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Goal 5: Implement a Comprehensive Security Awareness and Training Program**

**Strategy:** Develop and implement an ongoing college-wide security awareness and training program, to ensure that Dalton State College students, faculty, and staff understand:

- Their security responsibilities
- Policies, laws and regulations
- How to properly use and protect the resources entrusted to them.

### **Initiatives:**

- Institute mandatory security awareness training for all
- Develop optional advanced training
- Develop and distribute security awareness materials
- Develop security awareness and training communications plan
- Develop security awareness and training awareness plan
- Develop security awareness and training monitoring and review plan

### **Plan of Action & Milestones:**

| <b>Task</b>  | <b>Due Date</b> | <b>Responsible Party</b>         | <b>Status</b> |
|--|-----------------|----------------------------------|---------------|
| Seek management approval   | 9/7/2009        | IT Governance/Security Committee | Pending       |
| Develop mandatory training and evaluation material                 | 10/2/2009       | IT Governance/Security Committee | Pending       |
| Develop optional advanced training material                        | 11/13/2009      | IT Governance/Security Committee | Pending       |
| Develop security awareness and training communications plan        | 12/18/2009      | IT Governance/Security Committee | Pending       |
| Develop security awareness and training awareness plan             | 12/18/2009      | IT Governance/Security Committee | Pending       |
| Develop security awareness and training monitoring and review plan | 12/18/2009      | IT Governance/Security Committee | Pending       |

# Strategic Information Security Plan

Dalton State College

Strategic Information Security Plan for 2008-2009

March 2009

---

## **Goal 6: Develop a Continuity of Operations and Disaster Recovery Plan**

**Strategy:** Develop a comprehensive Continuity of Operations Planning program.

### **Initiatives:**

- Develop program, policies and plans
- Data Backup and recovery initiative
- Incident Response and Reporting Plan
- Disaster Recovery Plan
- Business Continuity Plan
- Business Resumption Plan

### **Plan of Action & Milestones:**

| <b>Task</b>   | <b>Due Date</b> | <b>Responsible Party</b>         | <b>Status</b> |
|---|-----------------|----------------------------------|---------------|
| Determine scope of Continuity of Operations Program based on criticality of systems and budget limitations. | 1/15/2010       | IT Governance/Security Committee | Pending       |
| Develop Data Backup and Recovery Plan   | 1/31/2010       | IT Governance/Security Committee | Pending       |
| Develop Incident Response and Reporting Plan  | 2/15/2010       | IT Governance/Security Committee | Pending       |
| Develop Disaster Recovery Plan  | 3/15/2010       | IT Governance/Security Committee | Pending       |
| Develop Business Continuity Plan  | 3/15/2010       | IT Governance/Security Committee | Pending       |
| Develop Business Resumption Plan  | 3/15/2010       | IT Governance/Security Committee | Pending       |