**Borrowed and adapted from a model created by University of Virginia**

### IT Security Risk Management Process Flow

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1. **Disaster recovery plan example**
2. **Interim manual procedures example**
3. **Criteria**
4. **Template**
5. **Assessment questions**
6. **Threat scenarios**
7. **Response strategies**
8. **Security plan template & example**

*Security*

*Plan*

*Interim*

*Manual*

*Procedures*

*Disaster*

*Recovery*

*Plan*

Step 4 – Evaluation and Reassessment

Required at least once every two or three years

Step 3 – Mission

Continuity Planning

Create a response plan to use in the event that critical IT assets are lost, unavailable, corrupted or disclosed

Step 2 – Assess Risks

For each critical asset:

1. Assign weight to likelihood & impact of threats to each asset
2. Prioritize threats
3. Select response strategies
4. Develop security plan

*Critical*

*Assets*

*List*

Step 1 - Identify

Critical IT Assets

## B. Step 1: IT Mission Impact Analysis

The purpose of an information technology impact analysis is to identify IT-related departmental assets (e.g., information, people, software, hardware, facilities, etc.) and determine which of those assets are most critical to protect. As a general rule, ***an asset is critical*** when its disclosure, modification, destruction, or misuse will cause harmful ***consequences*** to the department’s — or the University’s — goals and mission, or will provide an undesired and unintended benefit to someone. If an asset has any of the characteristics listed in Table 1, it should likely be deemed critical.

|  |
| --- |
| Table : Critical Asset Criteria |
| The asset is required to perform functions that result in existence or closure of the University or the Department |
| The asset is required to perform functions that instruction and other training services to University community members or the general public. |
| The asset is required to support teachers in their job. |
| The asset is required to support instruction. |
| The asset is required to support research grants. |
| The asset is required to provide central University business and support functions. |
| The asset is required to provide services on which multiple University departments or other institutions or agencies depend. |
| The asset concerns data which is highly sensitive or in other ways access restricted. |

Below is the template for doing a Mission Impact Analysis. Determine your department’s critical assets (hardware, software, information and people) based on Table 1 above and your department’s mission.

|  |  |
| --- | --- |
| Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sub-Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Mission Impact Analysis Questions  The identification of information, computing hardware and software, and associated personnel that require protection against unavailability, unauthorized access, modification, disclosure or other security breaches.  *Note:* Any use of highly sensitive data (including Social Security numbers, student profile or history, etc.) is inherently a critical component of the unit’s mission and a source of significant risk. | |
| 1. What’s your department’s mission?  *See related list in Table 1* |  |
| 2. What are the key functions your department performs to implement your mission? |  |
| 3. What IT hardware infrastructure and assets are critical to the performance of those key functions? Please list these assets and prioritize them based on their criticality to the functions identified above. Be sure to include individual, departmental, central and external (e.g., vendor) assets as appropriate, and list a system administrator, model number and operating system, where applicable, for each asset.  *Examples*: •Servers (including those hosted by others) •Desktops/laptops/PDAs that host critical or highly sensitive data |  |
| 4. What software applications are critical to the performance of those key functions? Please list these and prioritize them based on their criticality to the functions identified above. Be sure to include individual, departmental, central and external (e.g., vendor, federal and state) assets as appropriate.  *Note:* Even common applications, like web browsers and Microsoft Office, may be critical and must be kept updated and secure to protect your systems. |  |
| 5. What IT data assets are critical to the performance of those key functions? Please list these assets and prioritize them based on their criticality to the functions identified above. Be sure to include individual, departmental, central and external (e.g., vendor, federal and state data swapping) assets as appropriate.  *Examples*: •*Academic*: instructional resources, databases necessary to maintain a given research program •*Administrative*: sensitive student or financial data necessary for business operations and student services •External data provider |  |
| 6. Provide a complete location inventory of all data used or stored in the department, whether in paper or electronic form |  |
| 7. What IT personnel are critical to the performance of those key functions? Please list the job roles and the incumbents’ names and prioritize them based on their criticality to the functions identified above. Be sure to include individual, departmental, central and external (e.g. vendor) personnel as appropriate.  *Examples*: •Server administrators •Local Support Partner (LSP) or Associate (LSA) •Database administrators •ITC Engineers who provide contracted support |  |
| Prepared by: Administrative contact  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Prepared by: Technical contact  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved by: Unit head  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |