

**Is the significance of IT & information security policies being acknowledged by your top management?**

**Is your organisation's dependence on information technology being effectively protected?**

In order to remain compliant with new & emerging legislation & regulations it is critical that you examine the creation of IT policies which communicate the risks concerning information security in your organisation – but, where should you start? Are you currently able to minimise the risk exposure to your IT operating systems?

The solution to this challenge is the establishment of formal practices & procedures that effectively establish the guidelines regarding confidentiality, integrity & availability of information for all users. Failure to apply satisfactory information security policies can impact your risk exposure & policies for protecting your organisation's information assets.

As an IT manager, you are expected to ensure that information that is accessed, captured & stored in your IT system is not tampered with & that the integrity of your documents is preserved. By introducing binding policies that fit your organisation's profile & effectively prevent misuse of information & technical systems in your organisation's network, you will be able to achieve a high level of quality & security of your organisation's information management process.

## Course Objectives

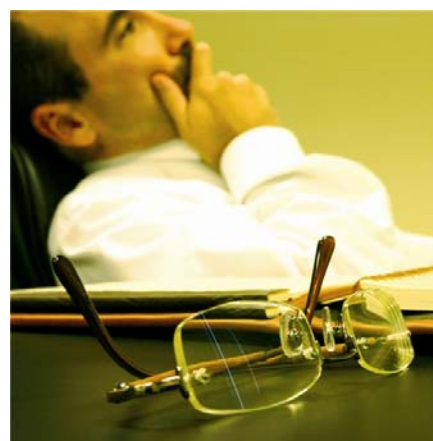
This 3-day, practical hands-on training workshop is designed for IT managers & IT practitioners who deal with the complexities of developing formal policies & procedures for protecting vulnerable information assets.

The objective is to provide attendees with the necessary perspective, knowledge & skills to understand the essential elements & benefits of applying effective IT policies & to learn how they assist:

- Management in ensuring that its IT infrastructure is secure, accessible & consistent
- Users obtain assurance on acceptable use of information & awareness of possible transgressions of the policies
- IT professionals in promoting IT policy adherence & maintain security of the IT systems

## Who will benefit?

- IT Risk and Security Managers
- IT Technology and Systems Managers
- IT Networks and Data Managers
- IT Operations Managers
- Business Process Managers



## What you will learn

As a result of attending this course, delegates will learn how to:

- Master key principles and elements of information technology (IT) policies and procedures
- Successfully implement and develop effective IT policies and procedures
- Minimise and manage risk and ensure sound governance by complying with key regulations and legislation
- Create and apply critical IT policies
- Establish the role and responsibilities of key IT management and staff in the creation, maintenance and control of an IT policy framework
- Achieve the optimum design and cost-effectiveness of IT policies and procedures
- Obtain critical buy-in from all organisational levels to create an effective IT control environment



## Course Content



### Introduction to IT Policies & Procedures

- Introduction to the need for IT policies & procedures
- Corporate Governance & the need for an internal control framework (COSO)
- IT governance & the need for an IT control environment (COBIT®)
- Definitions of commonly-used IT management terminology such as policy, procedure, guideline, standard, framework & methodology
- The role of policies in establishing control & in the treatment of IT & information risk
- Benefits for creating & implementing an IT policy
- Describing the business case for implementing an IT security policy

### Development & Composition of Effective "Best Practice" IT Policies & Procedures

- How to approach the development of "best practice" policies & procedures
- Key factors to consider in IT policies & procedures documents
- Infrastructure, processes & technology resources required to actively manage an IT control environment
- Effective reporting processes for monitoring & maintaining IT policies & procedures

### Compliance - Key Drivers of IT Policies & Procedures

- Overview of current South African legislation & regulations governing the management of information:
  - Electronic Communications & Transactions Act
  - Regulation of Interception of Communications Act
  - Proposed Data Protection Act
  - Promotion of Access to Information Act
  - Companies Act
  - King II etc.
- IT & information security related frameworks & standards requiring the implementation of policies & procedures:
  - COBIT®
  - ITIL®
  - ISO 27001 (ISO 17799)
  - BS 25999 / PAS 77
- Other relevant regulations & guidelines in the public & private sector (PFMA, MFMA, SOX etc.)

### Creating & Implementing Critical IT Policy Documents

- Identifying the essential types of IT policies & procedures required for:
  - IT Governance (COBIT®)
  - IT Service Management (ITIL®)
  - Information Security Management (ISO 27001)
  - Business Continuity Management (BS 25999)
- Software & hardware policies
- Developing the appropriate IT policies for promoting effective operational security
- Appropriate procedures & guidelines that support the implementation & maintenance of an IT system

Practical network security policies for creating & documenting the effective use of communications equipment & data transmission including:

- Records management policy
- Communications policy
- Data protection & monitoring policy
- Network maintenance policy
- Disaster recovery policy

### Role & Responsibilities of Key IT Management & Staff in the Creation, Maintenance & Control of an IT Policy Framework

- Mapping the general responsibilities of the IT management & staff in assessing potential risks & achieving efficient IT policy adherence & practice
- Examining the capabilities, functions & responsibilities of IT support staff & key personnel to plan, implement & manage IT policies & procedures
- Implementing the appropriate training & support programmes for all stakeholders to support effective functionality of IT policies
- Establishing the effective roll-out methods & adoption for efficient application by all users

### Attain the Best Possible Design & Efficiency of IT Policies & Procedures

- Examining the availability, integrity & security of all data
- Establishing the appropriate criteria for classifying data
- Conducting an internal audit process to establish current access to documents by all users
- Identifying the potential obstacles, challenges & pitfalls to ensure a smooth policies implementation process
- Setting up an IT policy project team

### Obtaining Buy-In & Creating Awareness from all Organisational Levels to Create an Effective IT Control Environment

- Establishing what needs to change in your organisation
- Communicating an awareness among your internal & external users
- Overcoming potential resistance obstacles to your IT policy
- Promoting the benefits of implementing & integrating your IT policies through awareness & training for the adoption & roll-out of an information management system

### In-house Training

All Analytix Courses are available in-house, should your organisation have a number of people or multiple sets to train. The cost advantages & the ability to discuss & resolve organisational issues are two major attractions of such training.

### Consulting services

Analytix offers consulting services to support IT Governance implementations, IT maturity assessments, IT strategy facilitation and IT performance management.

Other services include, among others, Corporate Governance, ISO 27001 compliant ISMS implementation, security certification assistance & performance management.

## Register Today

To register, or for more information, please contact us:

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