

**SOUTHSIDE VIRGINIA COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY  
SECURITY PLAN**

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**Personnel Security – *Security Awareness and Training  
Program*  
*Annual Events Checklist***

In compliance with the [COV ITRM SEC-501-01](#) standards, certain aspects of the SVCC Security Plan must be reviewed, evaluated, and /or updated on an annual basis. The completion of these tasks collectively will be considered the SVCC internal audit of its Information Technology Security Plan. A list of these annual events, deliverables, completion dates, and personnel responsible is given below. All documentation necessary for the completion of these tasks will be provided to applicable personnel by the college ISO with the following exceptions:

Information and / or documentation maintained by applicable personnel as a requirement of their job, IT security role, SVCC Security Policy, etc.

## IT Security Annual Events Checklist

<b>Task:</b>	<b>Deliverables:</b>	<b>Applicable Personnel:</b>	<b>Start Date:</b>	<b>Due Date:</b>
Risk Analysis Review	Review and update Risk Analysis Questionnaires	IT Network Administrators	1-14-08	2-15-08
Business Impact Analysis Review	Review and update BIA Templates	System Owners, Data Owners	1-14-08	2-15-08
Evaluate SVCC Continuity of Operations Plan	Review, test, update, and evaluate COOP	ISO, DRP Teams, SVCC Security Committee	3-3-08	3-21-08
Evaluate SVCC Disaster Recovery Plan	Review, test, update, and evaluate DRP	ISO, DRP Teams, SVCC Security Committee	3-3-08	3-21-08
EWP Roles, Accounts, and Access Review	Review and update IT security roles and responsibilities, and account access as given on EWP's.	All Supervisors	1-7-08	1-28-08
Security Awareness	Refresher of security awareness and training	Everyone	1-1-08	12-31-08
System Hardening / Security Configurations review	Review, update and approve security configurations; Perform Network Penetration Testing	IT Staff, SVCC Security Committee	3-17-08	4-4-08
Software Licensing Agreements review	Review and update all software licensing agreements	IT Staff	3-17-08	4-4-08
Data Backup and Restoration procedures	Review and document Data Backup and Restoration procedures	IT Staff	3-17-08	4-4-08
Approved Software List review	Review and update the approved software list	IT Staff, ISO	3-17-08	4-4-08
Incident Response Plan review	Review, test, update, and evaluate IRP	ISO, Incident Response Team	4-7-08	4-25-08
Authorized Personnel List review	Review and update authorized access personnel list	ISO	6-2-08	6-13-08
COOP, DRP, IRP Teams List review	Review and update COOP, DRP, and IRP Teams lists	ISO	6-2-08	6-13-08
Event Logs review	Review of all applicable event logs	IT Staff	1-1-08 weekly	12-31-08 weekly
Compliance Statement	Compliance Statement form	SVCC President, ISO	Annually	As requested
ISO and Backup ISO Designation	Designate ISO and Backup ISO for SVCC	SVCC President	10-24-08	11-14-08

