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| **+Date** | **Objective** | **Document reference** | **Responsibility** | **Due date** |
| 14/11/2020 | Maintain an ISMS system | MSS DOC 4.1/4.2 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure notebook user security compliance | ISMS-C DOC 6.2.1/6.2.2a | Director (CISO) | Sep 2020 |
| 14/11/2020 | Create a full risk analysis and mitigation plan | RM-ISMS DOC 6.1.2 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure personnel screening is in place | ISMS-C DOC 7.1.1 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Create full asset inventory | ISMS-C DOC 8.1.1 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure physical and environmental security | ISMS-C DOC 11.1.2 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Document all procedures and train staff | ISMS-C DOC 12.1.1/MSS DOC 7.2.3 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Secure company communications | ISMS-C DOC 13.1.1 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure third party relationship management is active | ISMS-C DOC 15.1.1 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Check information security weaknesses | ISMS-C DOC 16.1.2/3 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure disaster recovery is effective | ISMS-C DOC 17.1.1 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Record control and IPR Management in place | ISMS-C DOC 18.1.2/3 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Ensure Data Protection commitments are met | ISMS-C DOC 18.1.4/19.1 to 7 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Mechanism for monitoring and evaluation in place | MSS DOC 9.1/2/3 | Director (CISO) | Sep 2020 |
| 14/11/2020 | Continual improvement plan in place | MSS DOC 10.1/2 | Director (CISO) | Sep 2020 |
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The Information Security Manager is the owner of this document and is responsible for ensuring that it is maintained*.*

This document was issued by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis.

Signature: Date: 14/11/2020