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| http://www.cooperstc.com/index_htm_files/25897.png | **Coopers**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 05 – Organisational System Security** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 05 - Assignment Checklist - DD-MM-2014

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | **STUDENT** | **STAFF** |
| **LO1 - Understand the impact of potential threats to IT systems** | | | | | | | | | | | | | | | | |
| **Task 1 – P1.1** | Produce a report that identifies the Impact of potential threats to an organisation of Environmental, Malicious and Physical threats to the data. | | | | | | | | | | | | | |  | |
| **Task 2 – M1.1** | Compare and contrast the impact of different types of threat to different organisation types | | | | | | | | | | | | | |  | |
| **Task 3 – P1.2** | Produce a report that identifies the threat and Impact of potential virus threats to organisation’s data. | | | | | | | | | | | | | |  | |
| **Threats to Company Data** | | | | **Nature of the Threat** | | | | **Risk of Damage** | | | **Impact to the business** | | |
| **Task 4 – P1.3** | Produce a report that identifies the threat and Impact of potential ID Theft, Hacking and Piggybacking threats to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 05 - P1.4** | Produce a report that identifies the threat and Impact that **Spyware**, **Adware** and **Malware** pose to organisations and describe threats to an organisation’s data. | | | | | | | | | | | | | |  | |
| **Task 06 - P1.5** | Produce a report that identifies the threat and Impact that **Page jacking** and **DDOS** attacks pose to organisations and describe threats to an organisation’s data. | | | | | | | | | | | | | |  | |
| **Task 07 - P1.6** | Produce a report that identifies the threat and Impact that **Data Theft** and **Accidental Damage** pose to organisations and describe threats to an organisation’s data. | | | | | | | | | | | | | |  | |
| **Task 08 - M1.2** | Discuss the threat and impact on business of 2 companies that have been victim of attacks. | | | | | | | | | | | | | |  | |
| **Task 09 - M1.3** | Compare the threat and impact on business of 2 companies that have been victim of attacks in terms of Loss of Service, Security of data, Reputation and Finances. | | | | | | | | | | | | | |  | |
| **Financial** | | **Loss of reputation** | | | **Loss of service and access** | | | | | **Loss of confidential information** | | | |
| **LO2 - Know how organisations can keep systems and data secure** | | | | | | | | | | | | | | | | |
| **Task 01 -** P2.1 | Describe to a new member of staff within a report, identifying the Physical Benefits of **room and office security** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 02 -** P2.2 | Describe to a new member of staff within a report, identifying the Physical Benefits of **placing hardware above flood levels** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 03 -** P2.3 | Describe to a new member of staff within a report, identifying the Physical Benefits of **remote backup storage** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 04 -** P2.4 | Describe to a new member of staff within a report, identifying the Physical Benefits of **biometrics and Keypads** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 05 -** P2.5 | Describe to a new member of staff within a report, identifying the Physical Benefits of **Security Staff** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 06 -** M2.1 | Discuss the effectiveness of physical security measures used in an identified organisation | | | | | | | | | | | | | |  | |
| **Task 07 -** P3.1 | Describe to a new member of staff within a report, identifying the Software Benefits of setting **Access Levels on files and Accounts** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 08 -** P3.2 | Describe to a new member of staff within a report, identifying the Software Benefits of **Software Protection** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 09 -** P3.3 | Describe to a new member of staff within a report, identifying the Software Benefits of **Encryption and Backups** to organisation’s resources and data. | | | | | | | | | | | | | |  | |
| **Task 10 -** P3.4 | Describe to a new member of staff within a report, identifying the Software Benefits of **Passwords** to organisation’s resources | | | | | | | | | | | | | |  | |
| **Task 11 -** P3.5 | Describe to a new member of staff within a report, identifying the Software Benefits of **Wireless protection and Electronic Controls** to organisation’s resources | | | | | | | | | | | | | |  | |
| **Task 12 -** M3.1 | Discuss the effectiveness of **Software**, Control and security measures used in an identified organisation | | | | | | | | | | | | | |  | |
| **LO3 - Understand the organisational issues affecting the security of IT systems** | | | | | | | | | | | | | | | | |
| **Task 1 – P4.1** | Describe for your School why there is a need for an IT policy to be in place and the dangers that exist that the policy is designed to protect against. | | | | | | | | | | | | | |  | |
| **Task 2 – P4.2** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Purpose, Functions, Location and Types of Data they manage from day to day. | | | | | | | | | | | | | |  | |
| Purpose | | | Function | | | | Location | | | | | Types of Data | |
| Business 1 | Business 2 | | Business 1 | | | Business 2 | Business 1 | | Business 2 | | | Business 1 | Business 2 |
| **Task 3 – P4.3** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Policy Purpose and Policy Audience. | | | | | | | | | | | | | |  | |
| **Policy Purpose** | | | | | | | **Policy Audience** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 4 – P4.4** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Passwords** procedures. | | | | | | | | | | | | | |  | |
| **Guidelines on User names** | | | | | | | **Guidelines on Passwords** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 5 – P4.5** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Email** procedures. | | | | | | | | | | | | | |  | |
| **Ineffective use of Emails** | | | | | | | **Malicious Use of Emails** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 6 – P4.6** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Cyber Bullying and tracking**  procedures. | | | | | | | | | | | | | |  | |
| Cyber bullying | | | | | | | Activity Tracking | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 7 – P4.7** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Access Privileges** procedures. | | | | | | | | | | | | | |  | |
| **Access Privileges** | | | | | | | | | | | | | |
| Business 1 | | | | | | | Business 1 | | | | | | |
| **Task 8 – P4.8** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Backup and Disaster Recovery** procedures. | | | | | | | | | | | | | |  | |
| **Backup Policy** | | | | | | | **Disaster Recovery Policy** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 9 – P4.9** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Network Security and Policy** procedures. | | | | | | | | | | | | | |  | |
| **Backup Policy** | | | | | | | **Disaster Recovery Policy** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 10 – P4.10** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Physical Controls** procedures. | | | | | | | | | | | | | |  | |
| **Network Security** | | | | | | | **AUP Policy** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 11 – P4.11** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **Asset Management** procedures. | | | | | | | | | | | | | |  | |
| **Asset Management** | | | | | | | | | | | | | |
| Business 1 | | | | | | | Business 2 | | | | | | |
| **Task 12 – P4.12** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), define the Companies Policy on **User Responsibility** and **Issue Reporting** procedures. | | | | | | | | | | | | | |  | |
| **User responsibility** | | | | | | | **Issue reporting** | | | | | | |
| Business 1 | | | Business 2 | | | | Business 1 | | | | | Business 2 | |
| **Task 13 – D1.1** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), recommend modifications to policies and guidelines for managing organisational IT security issues. | | | | | | | | | | | | | |  | |
| **Business 1** | | | | | | | **Business 2** | | | | | | |
| Guidelines on User names | | | Guidelines on Passwords | | | | Guidelines on User names | | | | | Guidelines on Passwords | |
| Ineffective use of Emails | | | Malicious Use of Emails | | | | Ineffective use of Emails | | | | | Malicious Use of Emails | |
| Cyber bullying | | | Activity Tracking | | | | Cyber bullying | | | | | Activity Tracking | |
| Access Privileges | | |  | | | | Access Privileges | | | | |  | |
| Backup Policy | | | Disaster Recovery Policy | | | | Backup Policy | | | | | Disaster Recovery Policy | |
| Network Security | | | AUP Policy | | | | Network Security | | | | | AUP Policy | |
| Physical Controls | | | Assets Management | | | | Physical Controls | | | | | Assets Management | |
| **Task 14 – P5.1** | Describe in brief terms what a Contract of Employment is. | | | | | | | | | | | | | |  | |
| **Task 15 (P5.2)** | Produce a report describing how **DBS** checks can have an impact on Employment Contracts and can affect Employee choice.. | | | | | | | | | | | | | |  | |
| **Task 16 – P5.3** | Using 2 employment contracts, one admin staff or one employee and one contract staff, analyse in a report with evidence how these contracts can affect security within a business. | | | | | | | | | | | | | |  | |
| **Task 17 – D2.1** | Using 2 different business models and the [Report Template](LO3%20-%20Task%201%20-%20Report%20on%20Effective%20IT%20Security%20Policies.docx), explain and evaluate how **Employment Contracts** can affect the security of your business. | | | | | | | | | | | | | |  | |
| **Task 18 – D2.2** | Make recommendations and evaluate How these recommendations to **Employment Contracts** would improve the policies and guidelines. | | | | | | | | | | | | | |  | |
| **Task 19 – P6.1** | Produce a **report** describing the risks and the measures employees /employers need to consider when dealing within data held | | | | | | | | | | | | | |  | |
| **Task 20 – P6.2** | Produce a **report** describing the Computer Misuse Act, and what protections for businesses it provides. | | | | | | | | | | | | | |  | |