

Project Charter

Project Title:	Org XXXX Security Awareness Training
Project Manager:	Org XXXX manager
Project Sponsor:	Org XXXX team leads
Estimated Costs:	\$4000 per employee per quarter
Finalize Plan Date:	5/1/12
Program Launch Date:	6/15/12
Project Scope:	All XXXX staff members
Project Goals:	Implement an active, engaging security awareness and training program that ensures our organization is both compliant and secure.
Project Objectives (or Deliverables):	1) Initial Training and Awareness modules
	2) Metrics after deployment of each module
	3) Deployment of remainint Training and Awareness modules
	4) Program evaluation at completion of all modules
Project Justification:	The general computer security online awareness training is an excellent program for new employees and as a general reminder of basic computer security awareness at the labs. Employees have been requesting additional unclassified IT Security Training driven by both a push from upper management for more awareness as well as a grass roots effort to obtain such training. This quarterly training program will allow revelant parties to attend a training program.
Key Milestones	Project approval
	Document and approval of execution plan
	Rollout initial training
	Begin quarterly assessments and reporting
	Rollout subsequent trainings each quarter
Assumptions include:	Will require time trainer's time to create material outside work hours (initially) and if successful then time during work hours.
	Have management support, including management being involved in awareness communications.
	Have employee support.
	Constraints include:
	Trainers time to create material

Assumptions and Constraints:	We will need long-term buy in from management as security awareness training is a continuous lifecycle.
	Support from management and team leaders
Critical Success Factors:	Employee engagement
Go/No-Go	Approved / Rejected
Comments:	

Note: This document is based on materials from MGT 525, SANS Project Management course developed and maintained by Jeff Frisk.