Final Project template:

You have the instructions…now here his how the report should look

Sample Report

You need a letter of transmittal which is a memo with date, clients, name etc. from and subject

Preventing Security Issues via a
Network and Information Security Solution:
An Analytical Report

Prepared for: Mr. Cee E. Oh, CEO/President
Company Incorporated
(Claudia Caruana, WRTG 393 Instructor
University of Maryland University College)

Prepared by:

Letter of Transmittal

MEMO

Date: November 15, 2014
To: Mr. Cee E. Oh, CEO/President
            Company Incorporated
From:

Subject: Recommendation Report for Network and Information Security at Company
            Incorporated

Attached is my team's report on "Preventing Security Issues via a Network and Information Security Solution: An Analytical Report." We completed all of the tasks outlined in the proposal presented on June 27, 2014. These tasks included………..

We accomplished these tasks by performing the necessary research for determining the proper hardware and software our company would need. This was followed by research on the best policies to put in place to prevent any breaches of network and information security by employees. We then purchased and installed the equipment and wrote up documentation on the proper configuration for our company's network. This was finally followed by training all company employees on the new policies for Network and Information Security.

After implementing our Network and Information Security solution…

ur.

My team and I sincerely appreciate the trust you have shown in allowing us to go forth with this project. We hope you enjoy the results that the project has created and we look forward to working with you in the future, should you desire. If you have any questions or comments, please contact

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Abstract

"Preventing Security Issues via a Network and Information Security Solution: An Analytical Report"

Prepared by:

On July 20, 2014, Mr. Cee E. Oh, President of XYZ r the implementation of Network and Information Security within Company Incorporated. This was to prevent and deter the loss of resources from the events that were occurring. It was accomplished by researching the best possible hardware/software for our company and the best documentation and policies needed to prevent any future malicious attacks in and against Company Incorporated. After the research was complete, the equipment was purchased and installed, followed by the proper configuration for our desired network. During this time, the documentation and company policies were written. Once the installation of the network and writing of the policies was complete, we trained all company employees on the new policies. Since the implementation of the Network and Information Security Solution, there has been a significant drop in the number of malicious attacks. However, the network team has discovered that most of the remaining attacks that occur could be prevented. Many of these attacks were caused by employee ignorance or intentional espionage and sabotage. To stop these events the company would need to audit any and all employees. We highly recommend that Company Incorporated implement auditing policies to stop network and information security attacks and also potentially stop any internal espionage and sabotage within the company.

KEYWORDS: network, malicious attack, network security, policy, audit

Body of Report

Introduction

On July 20, 2014, Mr. Cee E. Oh, President of Company Incorporated, gave approval for the implementation …..

Recently, our company had been faced with several incidents involving network and information security. These included the events of several host computers receiving viruses, email accounts being infiltrated by SPAM, network downtime from botnets and Denial of Service attacks, confidential and secret information being stolen via spyware on host computers, and unauthorized individuals gaining access to employee user accounts and unauthorized areas. All of these types of incidents halt productivity within the company and cost the company money to recover from. Cisco, one of the leading companies in network solutions says, "Without network security in place your company risks unauthorized intrusions, network downtime, service disruption, regulatory noncompliance and even legal action" (Cisco, 2014). This was an on-going security concern within our company that had to be addressed quickly and effectively in order to stop losing time and resources from those incidents, which were costing the company an estimated $300,000 a year. (See Appendix B – Budget Information, p .19)

With Mr. Oh's approval, my team and I were able to incorporate new Network and Information Security solutions across our company. These included adding hardware and software to the network devices which monitor for malicious network traffic, software for monitoring host computers for malicious attacks, disaster recovery plans, hashing and encryption of secure and confidential data, and new policies and guidelines

Mr. Oh approved of our plan to implement Network and Information Security solutions within our company. After project completion he wanted us to write a report indicating all of the steps within the project and the final outcome after implementation. This included any recommendations to further improve Network and Information Security.

This project took approximately three months to be fully integrated within the company. It took two months for hardware and software to be purchased and installed, this included time to research several reputable network security companies and websites for the perfect hardware and software solutions for Company Incorporated. During that time, the policies and guidelines were written, and new employees were hired for maintaining and monitoring the new network system. This was followed by another month of training all company employees in the new policies and guidelines along with training of the new hired personnel on monitoring the Network. Lastly we monitored and recorded any malicious attacks and used the new technology to find the common cause to

Methods

To complete the project of installing a Network and Information Security Solution within Company Incorporated we divided the project into tasks. Each task covered several related steps within the project scope. (See Appendix A – Project Timeline Graph, p.18).

1. Research, purchase, and delivery of all equipment and software needed. (Steps 1-3)

2. Installation and configuration of all hardware and software. (Steps 4-7)

3. Implementation and monitoring of new network. (Steps 8 & 9)

4. Writing, review, approval, and distribution of network documentation. (Steps 10-13)

5. Hiring and training new employees for Network Security positions. (Steps 14 & 15)

6. Writing, distribution, and training employees on Network and Information Security policies. (Steps 16 & 17)

7. Monitor network for any further malicious attacks, analyze the data, and prepare this recommendation report to determine future plans of action. (This step is not on the timeline graph in Appendix A, because it is an ongoing process.)

In the following sections the details and procedures for each of these tasks is discussed.

Task 1. Research, purchase, and delivery of all equipment and software needed

tion.

Task 2. Installation and configuration of all hardware and software

After receiving the delivered equipment we immediately began installation.

Task 3. Implementation and monitoring of new network

Task 4. Writing, review, approval, and distribution of network documentation

Results

This section discusses the results of examining all of the data and information on malicious attacks we received after the implementation of the new Network and Information Security solution.

Yada Yada

Conclusion

In this section we present the conclusion based on the results of our analyzing the data and information.

As stated, the company is facing several recurring attacks that are independent of the network and of the policies being put in place. Yada Yada

Recommendations

Based on the research we have performed, and the results thus far, we highly recommend Yada Yada

References

Appendices if you have them.   Also, graphics or figures can be included as neded