
Compliance Plan

GIA Policies
Implementation

Year: 2010 - 11

WHAT IT IS?

This template will help State Agency to develop a compliance plan (as specified in section 3.2 of Government Information Classification Policy [IAP-GOV-DCLS]) for achieving compliance to GIA Policies. The compliance plan template is used to document

- Priority of processes
- Dependent information assets of Processes
- Schedule for conducting assessment
- Schedule for implementation of security controls

WHY IS IT IMPORTANT?

Compliance Plan is the foundation for all efforts to achieve GIA Policies compliance. This document outlines and governs compliance activities to be carried out in the agency.

As per section 3.2 of Government Information Classification Policy [IAP-GOV-DCLS], every State Agency should develop 'Compliance Plan' outlining its plans to achieve GIA Policies compliance.

WHO SHOULD USE?

State Agency CEO, General Manager (IT) or Security Manager

HOW TO USE IT?

This document must be labeled as 'RESTRICTED' since as per Documentation [DC] of GIAM all ICT documentation should be given highest confidentiality rating (C3). To use this template:

1. Begin with by identifying all processes being implemented in the State Agency.
2. Prioritize identified processes with respect to State of Qatar and the State Agency.
3. Consider each process according to its compliance priority and identify information assets dependent on it.
4. Develop schedule for
 - I. assessing identified assets and
 - II. implementing controls specified in GIAM
5. Obtain agency Head/Management approval and implement the plan to achieve GIA Policies Compliance.

Document Approval

(Ensure that concerned authority i.e. State Agency Security Manager, Head/Management will review the document and agree to the contents mentioned with their signatures.)

We, on behalf of <State Agency> agree to this 'Compliance Plan' developed for ensuring the agency's GIA Policies compliance.

Name Designation Date

Name Designation Date

Name Designation Date

Document Control

(Provide details of document changes in the table given below.)

Version	Date	Author	Change Description
1.0	21/01/2011	Abdulla	Final draft

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Purpose

(Provide briefly the purpose of this Compliance Plan.)

Scope

(Provide briefly the scope of this Compliance Plan.)

<State Agency> Processes

(Identify and list all State Agency processes below.)

S.No.	Process Name	Brief Description
1	[example] Deposit Accounts	[example]
2	[example] Payments	[example]

Processes Compliance Priority

(Identify criticality of each process, prioritize and rank all processes.)

S.No.	Process Name	Priority	Remarks
1	[example] Deposit Accounts	1	[example]
2	[example] Payments	1	[example]

Priority: 1- State of Qatar, 2- State Agency

Dependent Information Assets

(Identify and list dependent Information Assets of each State Agency process.)

S.No.	Process Name	Dependent Information Assets	Brief Description
1	[example] Deposit Accounts	Personnel Server Software Internet Archived records Documents & Reports Data Storage Media Cables Network Switches MFD Telephone	
2	[example] Payments	Server Software Internet receipts EoD reports Documents Database Cables Telephone	

Schedule for Assessment and Control Implementation

(Provide schedule for assessing agency processes compliance to [IAP-GOV-DCLS] policy and GIAM. Also provide schedule for implementing controls specified in GIAM to secure State Agency Information Assets.)

S. No.	Process	Assessment Date	Assessment by	Implementation date	Implementation Responsibility
1	[example] Deposit Accounts	02/02/2011	Mr.Shakeel	10/02/2011	Mohammed Saleh
2	[example] Payments	03/02/2011	Mr.Obaid	10/02/2011	Omar

Additional Information

(Provide any additional Information related to the compliance plan in the space given below.)