

Project Charter Document

Project Name: Cisco Intrusion Prevention System

Department: MIS

Focus Area: Networking/Security

Product/Process: Cisco FirePower IPS

Prepared By

Document Owner(s)	Project/Organization Role
Mr. ITManger	Network Engineer

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1 PROJECT CHARTER

The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. It should be the single point of reference on the project for project goals and objectives, scope, organization, estimates, work plan, and budget. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

2 PROJECT EXECUTIVE SUMMARY

The Statement of Work (SOW) presents a guiding narrative description of products, services, or results to be delivered by the project.

There is a key assumption that the process will be adopted and supported company wide.

Describe the project value proposition summary in terms of return on investment and corresponding risk constraints.

The timeline for the project is currently not solidified. Standard PMBOK Project Management rules and best practices will be utilized for this project under an agile framework.

The Cisco Intrusion Prevention System project was derived from two different events; first, when the Cisco ASA Firewall was installed, it did not provide intrusion prevention functionality out-of-the-box. Secondly, TheCompany completed a HIPAA risk assessment with Silverado Technologies and it was recommended we install an IPS on our network.

With the TheCompany network becoming more mature and complex, an IPS will add value in creating security policies that detect and react to potential risks on outside network interfaces. With the use of signatures of known attacks, an IPS will be able to stop any activity when misuse is detected. A management system will allow for dashboards and reporting of further activity and misuse detection.

Statement of Work (Per TheTech Proposal and Email Conversation)

- Configuration of existing client HA firewall pair with IPS licensing.
- Upgrade Cisco ASA software to latest version.
- Tune IPS post deployment to ensure proper detection and action on traffic types
- Deploy FireSIGHT Management System on client provided server.
- Conduct one (1) training session of four (4) hours on use of system, reporting and build.
- Update network documentation as part of project turnover.
- Conduct one bandwidth test on TheCompany network after installation.

PROJECT CHARTER

3 PROJECT SPONSOR

The MIS Department will serve as the Project Sponsor.

4 PROJECT PURPOSE

The purpose of this project is to increase security of the TheCompany network by implementing an intrusion prevention system.

5 COST

Estimated Costs

Department	Hours	Dollars
IT		
TheTech Networks		\$7,200.00
WWWTechnologies		\$7,049.78
Total		\$14,249.78

Materials	Software	Equipment	Reserve	Estimate
	ASA5525-X FW, IPS, CX to ASA 5525-X FirePower	Cisco ASA	1	\$0.00
Cisco ASA5525 Control License		Cisco ASA	2	\$0.00
ASA 5512-X through 5555-X 120 GB MLC SED SSD (Spare)		Cisco ASA	2	\$934.40
SNTC-8X5XNBD ASA 5512-X through 5 Service Duration: 12 Months		Cisco ASA	2	\$115.20
	Cisco Firepower Management Center, (VMware) for 2 devices	Virtual Machine	1	\$292.00
SW APP SUPP + UPDGR Cisco FireSIGHT Management Service Duration: 12 Months		Virtual Machine	1	\$80.00
Cisco ASA5525 FirePOWER IPS and AMP Licenses		Cisco ASA	2	\$0.00

PROJECT CHARTER

Cisco ASA5525 FirePOWER IPS and AMP 1YR Subs. Service Duration: 12 Months		Cisco ASA	2	\$5,016.56
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6 RETURN ON INVESTMENT

Estimated Savings

Item	Yearly
Savings	

Estimated Costs

Costs	
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Estimated Three Year ROI

Year	Costs	Cumulative Costs	Benefits	Cumulative Benefits
1				
2				
3				
4				
5				
	ROI:			

The estimated payback period is _.

Non-Quantifiable ROI:

7 PROJECT APPROACH

An AGILE approach to project management will be utilized. This provides for high levels of visibility and understanding at all stages of the development process.

Throughout the project, we will continue to work closely with all stakeholders to ensure that services will be carried out in accordance with the project plan and timeline. Status will be communicated on a regular basis.

At the completion of the project, our project management team will provide full project documentation to build the Organizational Process Assets.

PROJECT CHARTER

8 PROJECT TEAM

Project Team Role	Project Team Member(s)	Responsibilities
Network Engineer	Mr. ITTech	Installing IPS software, upgrading Cisco ASA, providing user training.
Network Engineer	Mr. ITManger	Installing virtual machine needed for Cisco FireSIGHT and FirePOWER management software. Project owner.
MIS Support	Ms. ProjectManager, Ms. CustomerLiaison Ms. Helpdesk	Provide end-user network support during downtime.
CFO	Mr.CFO	Manager, overseeing the completion of the project.

9 COMMUNICATIONS

Deliverable	Stakeholders / Recipient	Frequency	Channel(s)
Clinical Impact Meeting	MIS, Ms. QAPIDirector, Administrator	1	Meeting Room
Implementation Schedule	TheCompany Staff	1	Email, Communicator (or OWA)
System Down Notification	TheCompany Staff	1	Email, Communicator (or OWA), Tiger Text
System Up Notification	TheCompany Staff	1	Email, Communicator (or OWA), Tiger Text
IPS Project Complete	MIS, Ms. QAPIDirector, Administrator	1	Email

10 PROJECT SCOPE

The project scope delineates the work performed to deliver a product, service, or result with the specified features and functions. The scope of the Intrusion Prevention System Project is to implement this new system in our current Cisco ASA firewall and enforce security policies across network interfaces on our network.

10.1 GOALS AND OBJECTIVES

Goals
Cisco ASA is successfully upgraded to latest software version and security features.
Cisco IPS FirePOWER is installed on the Cisco ASA.
Cisco FireSIGHT management software installed for policy and reporting management.

10.2 ORGANIZATIONAL IMPACTS

Department	Impact to and Participation of Organization
TheCompany Field Staff	With the Cisco ASA down, the VPN access will also be down.
On-Call Coordinators	Staff on call will not be able to connect to Suncoast because the VPN will be down.
MIS On-Call Support	On-call staff will not be able to provide direct support over "remote connect" since the VPN will be down. (This pertains to the IPU staff)

10.3 PROJECT DELIVERABLES

Milestone	Deliverable
Implementation date scheduled with TheTech	<ul style="list-style-type: none"> Implementation schedule email sent to TheCompany staff.
IPS installation and upgrade to ASA completed	<ul style="list-style-type: none"> System up notification to all staff.
IPS configuration and management tool installation complete	<ul style="list-style-type: none"> Conduct training session for system, reporting, and build of the software.
IPS System implementation	<ul style="list-style-type: none"> Notify MIS, Ms. QAPIDirector, and Callene that project is complete.

PROJECT CHARTER

complete

- | |
|---------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Update network documentation. |
|---------------------------------------------------------------------------------|

10.4 DELIVERABLES OUT OF SCOPE

- N/A

11 QUALITY

- What steps will you take to ensure that Quality is built into the production processes?
 - Use a list of network interfaces and security policies that should be allowed and ensure that they are still allowed after implementation.
 - Check which routes and policies should be blocked and ensure that the IPS is working as designed.
- Will the test team work from a Test Plan?
 - Test plans will be utilized
- What steps will you take to ensure that the Vendor is supplying deliverables of adequate quality?
 - Monitor security policies and tune the IPS so that it works for the TheCompany network. The IPS will need to learn routes and how communications are supposed to move through the TheCompany network.
 - Track statement of work in a project plan and ensure that all tasks are completed.
 - Ensure all documentation for project turnover are completed and submitted in a timely manner.
- What will you measure to determine if the project is out of Scope?
 - I will measure the budget of time and tasks that are involved in order to accomplish our goal. We will ensure that expectations are understood for TheCompany and TheTech in the planning phase before implementation. If a change needs to be made, we will go back to the plan and see how the change can fit and assess the impact.
- What will you measure to determine if the project is within budget?
 - We will ensure that expectations are understood for TheCompany and TheTech in the planning phase before implementation. If a change needs to be made, we will go back to the plan and see how the change can fit and assess the impact.
- What will you measure to determine if the project is within schedule?
 - TheCompany has shared our hopeful schedule for implementation by Christmas/End-of-year and will allow TheTech to see how they can meet that goal. If it cannot be met, TheCompany will need to be aware of that prior to project initiation.

12 RISKS

#	Risk Area	Likelihood	Impact	Risk Owner	Project Impact-Mitigation Plan
1	Cisco ASA Software Upgrade is	Low	Medium	TheTech	Proper backups will be made prior to the firewall upgrade and can revert back to the old version if needed.

PROJECT CHARTER

#	Risk Area	Likelihood	Impact	Risk Owner	Project Impact-Mitigation Plan
	Unsuccessful				
2	False Positives for Security Policies	High	Medium-High	TheTech/MIS	Time needs to be allowed for the IPS to learn and adapt to the network. To avoid these false positives we need to monitor progress daily and communicate with staff. All commonly known routes that staff use to connect need to be allowed.
3					
4					
5					
6					
7					

13 CHANGE MANAGEMENT

- The Project Manager will establish a Change Log to track all changes associated with the project effort.
- All Change Orders must be submitted via a Change Order Form and will be assessed to determine possible alternatives and costs.
- Change Orders will be reviewed by the Project Manager and approved by the IT Director, Chief Administration Officer and Project Sponsor.
- The effects of approved Change Order on the scope and schedule of the project will be reflected in updates to the Project Plan.
- The Change Log will be updated to reflect current status of Change Orders.
- The customer will be notified of the status was the change request has completed the approval process.

14 PROJECT CONSTRAINTS

- Budgeting for this project has been approved but end-of-year funding could be difficult to provide with other high-priority projects. This would be the case if the budget were to go outside of what was initially approved.
- With end-of-year and three holidays (Thanksgiving, Christmas, New Year), resources can be low with staff that are out of the office.
- End-of-year is busy time of year for TheTech, with many customers wanting to spend any unused funds for 2017. TheTech has engineers but assignments for other projects can cut down on availability and make it difficult to meet tight schedules.

15 SUCCESS CRITERIA

- Discrete: Yes/No
 - Project requirements met
 - Project delivered before **Christmas/End of 2017**
 - Project within the total budget of **\$14,249.78**
 - Project delivered within scope
 - Obtained Project Sponsor sign off

16 PROJECT REFERENCES

Reference	Location
Project Plan	\\FS01\Users\MIS\ProjectPlans\MIS-IntrusionPreventionSystem\TheCompanySTR_IPS.mpp
Cisco Firepower Management Center Deployment Quick Start Guide	http://www.cisco.com/c/en/us/td/docs/security/firepower/quick_start/vmware/fmfv/FMCv-quick/deployment-virtual.html

17 APPROVALS

Prepared by _____
Project Manager

Approved by _____
Project Sponsor

18 APPENDICES

18.1 Document Guidelines

PMI Standards

18.2 Project Charter Document Sections Omitted

N/A