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Compliance Plan Template

NIA Policy Implementation

<Agency Name & Logo>



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WHAT IT IS?

This template will help Agency to develop a compliance plan (as specified in section 3.2 of National Information Classification Policy [IAP-NAT-DCLS]) for achieving compliance to NIA Policy. 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 NIA Policy compliance. This document outlines and governs compliance activities to be carried out in the agency.

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

WHO SHOULD USE?

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 NIAM 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 Agency.
2. Prioritize identified processes, you could use the Business Impact Assessment (BIA) template.
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 NIAM
5. Obtain agency Head/Management approval and implement the plan to achieve NIA Policy Compliance.



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Document Approval

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

We, on behalf of < Agency > agree to this 'Compliance Plan' developed for ensuring the agency's NIA Policy 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.)



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< Agency > Processes

(Identify and list all Agency processes below.)

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



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Processes Compliance Priority

(Identify criticality of each process (Use the BIA template), prioritize and rank all processes for compliance.)

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



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Dependent Information Assets

(Identify and list dependent Information Assets of each 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	



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2	[example] Payments	Server	
		Software	Internet
		receipts	
		EoD reports	
		Documents	
		Database	
		Cables	
		Telephone	



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Schedule for Assessment and Control Implementation

(Provide schedule for assessing agency processes compliance to NIA Policy. Also provide schedule for implementing controls specified in NIAM to secure Agency Information Assets.)

S. No.	Process	Assessment Date	Assessment by	Implementation date	Implementation Responsibility
1	[example] Deposit Accounts	02/02/2016	Mr.Shakeel	10/02/2016	Mohammed
2	[example] Payments	03/02/2016	Mr.Obaid	10/02/2016	Omar



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Additional Information

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