**PROJECT SECURITY REVIEW**

1. **SCOPE**

This Quality Work Instruction (QWI) defines the interface between the Enterprise Security and Risk Management Office(ESRMO) Security Review process and the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open). The [0300-0380-005-C PROJECT ARCHITECTURE REVIEW](https://it.nc.gov/media/1122/open) may be completed in parallel with this procedure.

1. **OWNER**
   1. This procedure is co-owned by the Enterprise Project Management Office (EPMO) and the State Chief Risk Officer (SCRO). No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

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| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| 0100-0800-010-B | FORMS AND RECORDS CONTROL |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0360-005-C | [PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) |
| 0300-0380-005-C | [PROJECT ARCHITECTURE REVIEW](https://it.nc.gov/media/1122/open) |
| 0600-0600-005-B | CORRECTIVE ACTION PROCESS |
| Statewide Enterprise Framework | STATEWIDE ENTERPRISE FRAMEWORK DOCUMENT |
| Cyber Security and Risk Management | [CYBER SECURITY AND RISK MANAGEMENT](https://it.nc.gov/programs/cybersecurity-risk-management) |
| Privacy Threshold Analysis | PRIVACY THRESHOLD ANALYSIS DOCUMENT |

1. **ASSOCIATED FORMS**

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| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0381-005-D | [PROJECT SECURITY REVIEW FORM](https://it.nc.gov/media/1125/open) |
| 0300-0360-005-D | [PROJECT CHANGE REQUEST FORM](https://it.nc.gov/media/1121/open) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open) |
| Project Architecture Templates | [PROJECT ARCHITECTURE TEMPLATES](https://it.nc.gov/resources/statewide-it-procurement/vendor-engagement-resources) |
| Statewide Information Security Manual | [STATEWIDE INFORMATION SECURITY MANUAL](https://it.nc.gov/media/1224/open/) |
| Privacy Threshold Analysis | PRIVACY THRESHOLD ANALYSIS FORM |

1. **DEFINITIONS**

* NONE

1. **PROCEDURE**

The Project Manager (PM) works with the Project Management Advisor (PMA), the SCRO and ESRMO during [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open) to determine Project Security Review DP requirements. When the SCRO and ESRMO determine a detailed Security Review is required, the PM and PMA collaborate to determine the appropriate time in the project schedule to conduct a formal review of the project’s security solution.



* 1. The PMA creates the Project Security Review DP if required. This is determined by a discussion with the PMA, ESRMO and PM.
  2. The PM completes the Privacy Threshold Analysis form, typically during Project Initiation, and stores the document in the Project Site Document Library in the Touchdown System. In most cases, the PM will need input from the business owner to complete this form.
  3. Prior to submitting the project to ESRMO for review, the PM determines if the Security Review requires a change in project scope, schedule or cost as defined in [0300-0360-005-C PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open). If required, the PM must complete the Change Request process prior to Security Review submittal.
  4. The PM will submit the project to the ESRMO for review using the [0300-0381-005-D PROJECT SECURITY REVIEW FORM](https://it.nc.gov/media/1125/open) and any reference documents for the solution.
  5. If the Project Security construct does not conform to state standards, the ESRMO will indicate “No” in the approval block on the [0300-0381-005-D PROJECT SECURITY REVIEW FORM](https://it.nc.gov/media/1125/open) and generate a Corrective Action using 0600-0600-005-B CORRECTIVE ACTION PROCESS, describing the non-conformity and corrective measures required. The Project Security Review DP will be returned to the PM in accordance with the Service Level Commitment defined in [0810-0810-005-D QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open).
  6. Upon completion, the SCRO and ESRMO will determine if additional reviews are required and collaborate with the PM and PMA to incorporate them into the project schedule accordingly.
  7. The PM will store the [0300-0380-005-D PROJECT SECURITY REVIEW FORM](https://it.nc.gov/media/1125/open) in the Project Site Document Library in the Touchdown System.

1. **RECORDS**
   1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with 0100-0800-010-B FORMS AND RECORDS CONTROL procedure.
2. **REASON FOR CHANGE**
   1. Update website URL’s.
   2. Added Privacy Threshold Analysis.
   3. Changed Statewide Chief Information Risk Officer to Statewide Chief Risk Officer.