**IT 241: Case Study Two Guidelines and Rubric**

**Overview:** This case study analysis is the second of two formative tasks that will support your understanding of the key course concepts of human behaviors that could potentially cause a security threat.

**Prompt:** Review the [security policy template](http://www.cio.ca.gov/serp.html?q=Security%2BPolicy%2BTemplate%2B&amp;cx=001779225245372747843%3Assdi36tyaua&amp;cof=FORID%3A10&amp;ie=UTF-8)  (https://cdt.ca.gov/ )on the California Department of Technology website. For each of the six sections, summarize the content for the organization you have selected for the final project.

Specifically, the following critical elements must be addressed:

* **Introduction:** Provide a brief description of what this policy will state and why it is needed. State the security stance of your organization.
* **Roles and Responsibilities:** Detail the specific responsibilities of each identifiable user population, including management, employees, and residual parties.
* **Policy Directives:** Describe the specifics of the security policy.
* **Enforcement, Auditing, and Reporting:** State what is considered a violation and the penalties for noncompliance. The violation of a policy usually implies an adverse action that needs to be enforced.
* **References:** List all references mentioned in the policy, including organization standards, procedures, and government codes.
* **Control and Maintenance:** State the author and owner of the policy. Describe the conditions and process in which the policy will be reviewed. A policy review should be performed on at least an annual basis to ensure that the policy is current.

**Guidelines for Submission:** Your case study should be submitted as a FIVE - to SIX -page Word document (in addition to the title page and references). Use double spacing, 12-point Times New Roman font, one-inch margins, and APA citation format*.*

**Instructor Feedback:** This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center.

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| **Critical Elements** | **Proficient (100%)** | **Needs Improvement (75%)** | **Not Evident (0%)** | **Value** |
| **Introduction** | Accurately describes the policy | Does not sufficiently describe the policy | Does not describe the policy | 10 |
| **Roles and Responsibilities** | Accurately details the specific  responsibilities | Does not sufficiently detail the specific  responsibilities | Does not provide the specific  responsibilities | 20 |
| **Policy Directives** | Sufficiently describes the specifics of the  security policy | Does not sufficiently describe the  specifics of the security policy | Does not describe the specifics of the  security policy | 20 |
| **Enforcement, Auditing, and Reporting** | Sufficiently states what is considered a violation and the penalties for  noncompliance | Does not sufficiently state what is considered a violation and the penalties  for noncompliance | Does not state what is considered a violation and the penalties for  noncompliance | 20 |
| **References** | Sufficiently lists all references | Does not sufficiently list all references | Does not list all references | 10 |

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| **Control and Maintenance** | Sufficiently describes the conditions and  process in which the policy will be reviewed | Does not sufficiently describe the  conditions and process in which the policy will be reviewed | Does not describe the conditions and  process in which the policy will be reviewed | 15 |
| **Articulation of Response** | Submission has no major errors related to citations, grammar, spelling, syntax, or organization | Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact  readability and articulation of main ideas | Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding  of ideas | 5 |
| **Earned Total** | | | | **100%** |