

SECURITY MANAGEMENT

Lesson Plan - March 31, 2023 version

By the end of the *Security Management* course, the client will be able to set up **maestro*** so as to limit a user's accesses to the information they need only, to ensure the confidentiality and security of sensitive data.

Unit SEC01 - Analysis of Needs

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>At the end of the course, the user will know what the Security Management option offers in maestro*. With the implementation specialist, the user will be able to analyse conditions put in place and give users access, or not, to different option and/or actions.</p> <p><i>OPTIONAL PREREQUISITES</i></p> <ul style="list-style-type: none">• <i>Project Management</i>• <i>Employee Management</i>• <i>Document Management</i>	<ul style="list-style-type: none">• Analysis	<ul style="list-style-type: none">• Discussion on applying global vs. local security• Decision making	0.5h	<ul style="list-style-type: none">• Concept - Security and Access Management in maestro*	Pilot

Unit SEC02 - Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, the client and designated users will be able to make the necessary configurations to manage security and optimal accesses, according to needs, in maestro*.</p>	<ul style="list-style-type: none"> Security Management 	<ul style="list-style-type: none"> Explanations and completion of the different tabs and user groups in the Security Management option, according to the clients needs and requisites. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Create the different users*</i> <p><i>*The Security Management option will be modified, verified and improved throughout the whole implementation process.</i></p>	<p>2.5h</p>	<ul style="list-style-type: none"> Training document SEC02 	<p>Pilot and/or Super Users</p>

Unit SEC03 - Operations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	N/A	N/A	N/A	N/A

Unit SEC04 - Operational Training on Project Creation and Analysis

Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	N/A	N/A	N/A	N/A

Unit SEC05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	N/A	N/A	N/A	N/A

Unit SEC06 - Forms

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	N/A	N/A	N/A	N/A

Unit SEC07 - Tests and Verifications

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	Please note that security management in maestro* is in constant evolution. It will be necessary to validate the security parameters throughout the whole implementation process and the training of the different modules. Modifications are likely to be made.	N/A	N/A	N/A

Unit SEC08 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
N/A	N/A	N/A	N/A	N/A	N/A