

SECURITY MANAGEMENT

Lesson Plan - March 31, 2023 version

By the end of the *Security Management* course, le 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
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* .	<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>HOMEWORK</p> <ul style="list-style-type: none">Create the different users* <p><i>*The Security Management option will be modified, verified and improved throughout the whole implementation process.</i></p>	2.5h	<ul style="list-style-type: none">Training document SEC02^I	Pilot and/or Super Users

^IThis training document is under development.

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