

# Project Charter

	<b>Project Name: Media Device Data Encryption</b>		
	<b>Project Leader:</b> Vicky Deur		<b>Project Sponsor:</b> John Urbanick
	<b>Project Completion Date:</b> Deliverables 1, 2, and 3 - May 10, 2009		
	<b>Team Members</b>		
	ETS – Jason Brown, Chris Pommerenke, Larry C.		TAC – Chuck Rathbun
	CTS – Mike Johnson, Randy Shanks		Data Security (DS) – Lori Henderson
	<b>Customers who will be receiving the Product:</b> FSU Employees		
<b>Stakeholders</b>	<b>Who</b>	<b>Responsibilities</b>	
	DS	<ul style="list-style-type: none"> <li>Identify high risk users ( access to personal identifiable information</li> <li>List should include type of laptop)</li> </ul>	
	TAC	<ul style="list-style-type: none"> <li>Help customers</li> <li>Reset passwords</li> </ul>	
	CTS	<ul style="list-style-type: none"> <li>Pre-install testing of media encryption</li> <li>Recovery testing (hard drive failure)</li> <li>Installation</li> <li>General desktop support</li> </ul>	
	ETS	<ul style="list-style-type: none"> <li>Testing of media encryption</li> <li>List of encryption options with advantage/disadvantage</li> </ul>	
<b>Business Objectives</b>	<b>Describe the business need: Keep FSU data secure</b>		
<b>Project Objectives</b>	<b>The customer should expect:</b> Data on laptop and media protected with encryption software		<b>Measures:</b> 90% of high risk users have media encryption
<b>Deliverables</b>	<b>What</b>	<b>Who</b>	<b>When</b>
	Test media encryption (memory sticks, DVD, CD, program security guard)	ETS, CTS	4/20/2009
	Create roll-out options for media encryption	TEAM	4/28/2009
	Create priority list of high risk users	DS	4/20/2009
	Create install schedule for high risk users	TEAM	4/28/2009
	Install hard drive and media encryption	CTS	
	Review Data Security Business Policy	DS	
	Determine extra cost for Web Remote Help	ETS, PL	
	Determine number and cost for up to 500 licenses	ETS, PL	4/10/2009
	Maintain wiki	ETS	
<b>Budget</b>	Beginning: \$37,000	Spent: \$10,787	Available: \$26,213
<b>Assumptions</b>	Have enough licenses		
	Maintenance paid yearly		
	People can still do their normal work on the laptop		
	Big Rapids Campus Only - Will not address laptops at FSU/GR, CPTS, Kendall in initial roll out		
<b>Final Approval</b>	Project Sponsor:		Date:
	Project Leader:		Date: