SECURITY PLAN CHECKLIST

UNDERSTAND HOW YOUR ENTERPRISE IS ORGANIZED

- [ ] Create a **high-level overview of your business environment**
- [ ] Review **all security documentation**
- [ ] Reassess **application-related files** for permission & ownership settings
- [ ] Document any **Segregation of Duties** policy requirements

DETERMINE, DEFINE AND DOCUMENT USER ACCESS

- [ ] Detail **system domains/entities** that users will need to access
- [ ] Document the **roles** to which users should be assigned
- [ ] Specify the **fields, sites, GL accounts, Inv move codes**, etc. that users need to access
- [ ] Define policies & procedures for **deactivating user accounts**
- [ ] Determine procedure for **keeping user/role data current**

DETAIL PASSWORD POLICIES AND PROCEDURES

- [ ] Document process for **new user account and password creation**
- [ ] Decide if **single sign-on** will be enabled
- [ ] Determine how often users are required to **change passwords**
- [ ] Define **failed login attempt procedures**

From *QAD Access: Concerns and Considerations* webinar presented by Don Lindsey, www.32soft.com/webinars

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