

ITSC

Information Technology Support Center

State of Maryland ♦ Mitretek Systems ♦ ACS Commercial Solutions ♦ University of Maryland

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Winner of Case Study Award - International Summit on Service to the Citizen
Winner of Showcase Award - Joint Employment and Training Technology Conference
Winner of AFEI's Industry Award for Excellence in Enterprise Integration

FY04 PROJECT TASK ORDER

FY0411 ITSC Security Training Workshop

Sponsoring Organization:

USDOL

Version: 3.0

Date: 23 January 2004

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Project: FY0411
ITSC Security Training Workshop

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1 INTRODUCTION

This section introduces the security training workshop that is being developed by the Information Technology Support Center (ITSC) for presentation in FY2004. The following subsections of the introduction discuss various management related aspects of this training activity. The output of this activity is a workshop.

(a) Summary

This project will provide a training workshop in Unemployment Insurance (UI) security practice and technology. The workshop will, as in the past, provide a comprehensive introduction to security, but will be designed to be very helpful in the area of Internet/e-government security issues. The workshop will include materials developed from past ITSC security workshops, with appropriate updates, as well as guidance documents available from federal agencies (e.g., National Institutes for Standards and Technologies [NIST]). In addition, the workshop will discuss policy and management issues in security as being developed and promulgated by the United States Department of Labor (USDOL), as well as providing guidance in developing effective security programs that are compliant and responsive to these guidelines and requirements.

(b) Background

The Security Workshop that forms the core of this program is a continuation of successful workshops that have been presented by ITSC in previous years. The workshop provides an opportunity to deliver relevant security material of particular importance to state UI and information technology (IT) representatives.

In FY2001, we presented a workshop on *Internet Security for SESA Applications* and in FY2002, a revised and expanded workshop focused on *Security in Implementing UI Applications* was delivered. The additional work in FY2004 will be

- Updating previously developed technical training material to incorporate advances and changes that have occurred in this rapidly changing field over the past two years
- Addressing new training needs with particular focus on achieving compliance with evolving security guidelines and mandates that affect UI operations.

(c) Business Need

All state UI agencies have a growing need to be aware and knowledgeable about UI security practice, technology, and policy. The ITSC security workshop can upgrade the knowledge and capability of UI and IT staff responsible for security within UI agencies. The workshop will also provide timely update on evolving security requirements, and the processes and activities that are required to satisfy these requirements. State staffs that are better educated and energized from this ITSC workshop are more likely to go back home and implement and operate more effective security programs within their agencies.

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(d) Benefits

The workshop and training segment approach provides an effective method of providing both basic general background training and specific, timely security information to a wide audience in a cost-effective manner. The workshop forum also provides a useful environment for the sharing of information and best practices between workshop participants.

(e) Audience

The intended audience includes UI and IT managers as well as technical staff. Material covered by the course will include background information designed to support policy making and planning secure deployment of Internet applications, as well as technical material related to the use of security tools that support secure operations.

(f) Risk Assessment

Risk in course development is minimal, based on the availability of material used in previous workshops. This will be augmented with appropriate government documentation and guidelines, assuring an adequate source of available and relevant training materials.

(g) Definitions and Acronyms

<u>Term</u>	<u>Definition</u>
ITSC	Information Technology Support Center
N/A	Not Applicable
UI	Unemployment Insurance
USDOL	United States Department of Labor

(h) Reference Material

Class handouts from previous ITSC Security Workshops, updated as appropriate.

Federal documents outlining guidelines and mandates applicable to state operations (as appropriate).

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2 STATEMENT OF WORK

(a) Task Description

Task1. Security Workshop

The ITSC will provide a security workshop of two days duration that addresses security needs of the UI community. The workshop will consist of lectures, exercises, presentation of state experiences and guest speakers. A training manual covering material will be prepared and delivered to workshop participants. Particular attention will be given to the area of evolving security requirements with potential relevance to state operations.

Efforts related to UI agency security certification and accreditation will be included along with security issues associated with UI integrity.

The registration fees will be paid by the ITSC.

(b) Deliverables

Task 1: The deliverable for Task 1 consists of the workshop and associated documentation and briefing materials.

<u>Task</u>	<u>Deliverable</u>	<u>Product Type</u>	<u>Audience</u>
1	Security Workshop	Workshop with Handouts	UI/IT Managers and Technical Staff

(c) Dependencies

None

(d) Schedule

ID	Task Name	Duration	4th Quarter				1st Quarter			2nd Quarter			3rd Quarter		4th Q		
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1	ITSC Security Workshop	248 days															
2	Task 1 Workshop Preparation	248 days															
3	Task 1 -- Delivery	0 days	 9/10														

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3 PROJECT ORGANIZATION

This section defines the project management approach for the project.

(a) Project Responsibilities

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>Email Address</u>
Steve Miksell	Project Leader	301.982.1116	smiksell@itsc.org
Jane Powanda	Project Co-Leader	301.513.0143	jpowanda@itsc.org

(b) Staffing Plan

<u>Task</u>	<u>Technical Staff</u>	<u>Support Staff</u>
1	600	55
Totals	600	55

(c) Resource Requirements

A minimal amount of local travel to support training is anticipated, as well as a limited amount of specialized training material to support the security workshop.

ITSC Executive Director

State of Maryland Grant Manager