



AUDIT SISTEM INFORMASI PERTEMUAN 11

PLANNING AND ORGANIZATION



PLANNING & ORGANISATION

1.0 Define a Strategic IT Plan

- 1.1 IT as Part of the Organisation's Long- and Short-Range Plan
- 1.2 IT Long-Range Plan
- 1.3 IT Long-Range Planning—Approach and Structure
- 1.4 IT Long-Range Plan Changes

PLANNING & ORGANISATION

1.0 Define a Strategic IT Plan (lanjutan)

- 1.5 Short-Range Planning for the IT Function
- 1.6 Communication of IT Plans
- 1.7 Monitoring and Evaluating of IT Plans
- 1.8 Assessment of Existing Systems

2.0 Define the Information Architecture

- 2.1 Information Architecture Model
- 2.2 Corporate Data Dictionary and Data Syntax Rules
- 2.3 Data Classification Scheme
- 2.4 Security Levels

3.0 Determine Technological Direction

- 3.1 Technological Infrastructure Planning
- 3.2 Monitor Future Trends and Regulations
- 3.3 Technological Infrastructure Contingency
- 3.4 Hardware and Software Acquisition Plans
- 3.5 Technology Standards

Define the IT Organisation and Relationships

- 4.1 IT Planning or Steering Committee
- 4.2 Organisational Placement of the IT Function
- 4.3 Review of Organisational Achievements
- 4.4 Roles and Responsibilities
- 4.5 Responsibility for Quality Assurance
- 4.6 Responsibility for Logical and Physical Security
- 4.7 Ownership and Custodianship
- 4.8 Data and System Ownership
- 4.9 Supervision
- 4.10 Segregation of Duties
- 4.11 IT Staffing
- 4.12 Job or Position Descriptions for IT Staff
- 4.13 Key IT Personnel

Manage the IT Investment

- 5.1 Annual IT Operating Budget
- 5.2 Cost and Benefit Monitoring
- 5.3 Cost and Benefit Justification



Communicate Management Aims and Direction

- 6.1 Positive Information Control Environment
- 6.2 Management's Responsibility for Policies
- 6.3 Communication of Organisation Policies
- 6.4 Policy Implementation Resources
- 6.5 Maintenance of Policies
- 6.6 Compliance with Policies, Procedures and Standards
- 6.7 Quality Commitment
- 6.8 Security and Internal Control Framework Policy
- 6.9 Intellectual Property Rights
- 6.10 Issue-Specific Policies
- 6.11 Communication of IT Security Awareness

Manage Human Resources

- 7.1 Personnel Recruitment and Promotion
- 7.2 Personnel Qualifications
- 7.3 Roles and Responsibilities
- 7.4 Personnel Training
- 7.5 Cross-Training or Staff Back-up
- 7.6 Personnel Clearance Procedures
- 7.7 Employee Job Performance Evaluation
- 7.8 Job Change and Termination

Ensure Compliance with External Requirements

- 8.1 External Requirements Review
- 8.2 Practices and Procedures for Complying with External Requirements
- 8.3 Safety and Ergonomic Compliance
- 8.4 Privacy, Intellectual Property and Data Flow
- 8.5 Electronic Commerce
- 8.6 Compliance with Insurance Contracts