Project Plan

Critical Infrastructure and Support Systems Standardisation Project

A Standards Australia *and* APEC initiative to promote a better standards infrastructure for security

February 2008
Prepared by: Mark Bezzina

Table of Contents

Project data

Purpose

This is a commercial in confidence document that has been created to provide Standards Australia a detailed project plan for the Critical Infrastructure and Support Systems Standardisation Project.

Project duration

The project will run for 12 months.

Key contacts

The Critical Infrastructure and Support Systems Standardisation Project is managed by Standards Australia. The funding for this project has been provided by the APEC and Standards Australia. StanCert Pty Ltd is the Project Manager.

The APEC Project Sponsor is:

Cameron Brown
Director, APEC 2007 Taskforce
Department of Foreign Affairs and Trade

The Project Supervisor is:

Karen Hitchiner
Manager International Development
Standards Australia
Phone: +64 4 498 5945
Mobile: +64 2102 475 926 (New Zealand)
        +61 404 806 241 (Australia)
Email: Karen.hitchiner@standards.org.au

The Team Leader is:

Mark Bezzina
Managing Director of StanCert Pty Ltd
Consultant to Standards Australia
Phone: +61 2 8721 6434
Mobile:+61 413 101 096
Email: bezzina@stancert.com

The Lead Consultant is:

Clare Morrison
Stancert Pty Ltd
Phone: +61 2 8721 6434
Mobile: + 61 430 333 008
Email: cmorrison@stancert.com

Project scope and objectives

The Critical Infrastructure and Support Systems Standardisation Project is designed to assist in the development of a framework to address the need to protect critical infrastructure in times of emergencies, whether these be caused by natural disasters or criminal activity.

This is an agreed Sub-Committee on Standards and Conformance (SCSC) APEC's Second Trade Facilitation Action Plan (TFAP II) activity. In particular, it will promote security standards and systems capacity which support business. Building technical capacity for developing APEC member economies will be a key focus. The project will also promote the harmonization of related standards across the APEC region. This will help improve the interoperability, and compatibility of systems related to securing critical infrastructure.

The project aims to:

➢ Identify and detail some of the issues, barriers and solutions related to protecting critical infrastructure and identify user perceptions of the importance of standards related to securing critical infrastructure. Critical infrastructure includes, but is not limited to:

  ➢ Power supply
  ➢ Water
  ➢ Telecommunications
  ➢ Financial Services Sector
  ➢ Banking and finance
  ➢ Public events and mass gathering
  ➢ Transport
  ➢ Health
  ➢ Operation of government
  ➢ Food
  ➢ Essential manufacturing

➢ Identify and prioritise the standards required by the owners and operators of critical infrastructure and identify the gaps between existing standards and the needs of the owners and operators of critical infrastructure.

➢ Make recommendations on how the gaps in standards may be addressed and develop a blue-print for the development of a standards framework that is essential in identifying and categorising security standards.

Project methodology overview

In brief, the Project methodology will take the following form:

0. Project management
1. Preparation
2. Capacity building
3. Consultation
4. Analysis and validation
5. Reporting and communicating results

The project facilitators will conduct a workshop to provide guidance to participating APEC members on how to carry out their own member economy survey to establish a baseline. Ongoing instruction and support will be provided remotely during the project.

At the completion of the in-member economy survey, the Project leaders will interpret the survey data and report on the results.

A report will be created addressing the Project aims and possible follow up activities will be identified.

Much of this work will be based on the methodology used in a similar project previously undertaken by Australia.

Project timeline

The detailed project timeline is shown in Appendix A.

Summary tasks are shown in black, subtasks in blue and key deliverables in red. The duration in the bars shows the amount of time allowed to complete each task rather than effort.

This project plan does not take into consideration the human resources required by the APEC Member National Standards Bodies to carry out the project or attend meetings.

Project Tasks

A detailed overview of the project tasks is outlined in Table 3 below

TABLE 3 EXPLANATION OF PROJECT TASKS

Stage	Activity Name	Activity Description
0	Project management	This activity is aimed at the effective management of the Project and runs for the duration of the Project. It includes such activities as progress reporting, accounting, project meetings and legal review.

Stage	Activity Name	Activity Description
1	Preparation	The project will be administered by Standards Australia and StanCert however APEC Member Economy National Standards Bodies will be required to administer a survey and carry out analysis within their own country.
		Standards Australia and StanCert will provide the tools and support to assist with this process.
		Each APEC Member Economy National Standards Body will be asked to nominate a key contact point to work on the project.
		Whilst this project's objectives are entirely focused on technical issues and are neutral regarding gender criteria the project will ask for preference to be given for women to act as National Contact Points from APEC Member Economy National Standards Bodies in conducting the Critical Infrastructure and Support Systems Standardisation Project.
		The initial phase of the Project will involve the development of a project plan and background paper.
		The project plan and background paper will be used to communicate the project and seek support and commitment from key parties.
		The project plan will identify the detailed steps and responsibilities involved in the project.
		The background paper will be developed to provide background and overview for the project.
		After receiving the support of APEC Member Economy National Standards Bodies, a survey based on the Australian survey will be developed.
		The purpose of the survey will be to seek structured feedback on the priorities for security related standards from the owners and operators of critical infrastructure within the APEC region.
		APEC Member Economy National Standards Bodies will be asked to review and approve the

Stage	Activity Name	Activity Description
		project plan (by correspondence). At the same time, feedback will be sought on the background paper and survey. Both the background paper and survey will be updated as a result of the feedback received. **Outputs:** • Detailed project plan • Project background paper • Survey instrument
2	Capability building	APEC Member Economy National Standards Bodies will each be instructed by Standards Australia and StanCert in how to conduct the survey assessment. This instruction will be done at a 1 day workshop in a central location attended by the nominated contact points of each APEC Member Economy National Standards Body. **Outputs:** • Development of a 1 day workshop including presentations and guidance material on carrying out the survey in country
3	Consultation	APEC Member Economy National Standards Bodies will administer their survey and encourage their stakeholders to complete the survey. It is anticipated that the survey will be completed by the owners and operators of critical infrastructure within the APEC Member Economy. **Outputs:** • Completed survey results
4	Analysis and validation	Standards Australia and StanCert will assist APEC Member Economy National Standards Bodies follow up late and incomplete survey responses. After a sufficient number of surveys are received work will begin on consolidating and interpreting the results. A draft report will be produced. **Outputs:** • Interim project draft report
5	Reporting and communicating results	The consolidated responses to the survey will be published in a report.

Stage	Activity Name	Activity Description
		An APEC/industry event (adjacent to an ABAC/regional standards meeting) will be planned to communicate the draft results from the project to APEC members and the Asia Pacific Standards Community. Stakeholders will be given 4 weeks following the presentation to make any final comments before the report is finalised for consideration at SOM III. The report will identify a number of recommendations and these will form the basis of a future work plan for APEC member economies in conjunction with ABAC. **Outputs:** • Meeting to discuss results • Final draft report • Launch of report

Further Information

For further information please contact:

Mark Bezzina, Executive Director, StanCert Pty Ltd bezzina@stancert.com

Clare Morrison, Lead Consultant, StanCert Pty Ltd cmorrison@stancert.com

Activities	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

Stage 0 - Project management
　Project administration
　Communications and correspondence
　Project reports

Stage 1 - Preparation
　Project plan
　White paper
　Survey
　Administer sign off
　Rework Project Plan, update paper and survey from feedback

Stage 2 - Capacity building
　Prepare training course
　Deliver training (inc travel time)
　Mentoring and support in capacity building stage

Stage 3 - Consultation
　Mentoring and support in consultation stage

Stage 4 - Analysis and validation
　Follow up survey responses
　Analyse survey results
　Write draft report
　Organise for approval of draft report

Stage 5 - Reporting and communicating results
　Make changes based on feedback
　Format publication for publishing
　Plan communication event logistics
　Prepare presentation for communications event
　Present communications event