ENT031 - Authentication & Authorisation Improvements

Project Brief

Document Sign-off

Name	Role	Date signed off
Graeme Wood	Project Sponsor	16/1/18
Graeme Wood	Service Owner	
Maurice Franceschi	Project Manager	17/1/18
Maurice Franceschi	Programme Manager	

Working draft will be version 0.x and 1.x
Draft sent for Approval/Review will be version 2.x
Approved Project brief will be 3.0
Post-approval changes will be change controlled via Issue Log and Scope Change Page, and version 3.x

Background

A Review of the university's Authentication and Authorisation Services was undertaken as part of the ENT019 project, with a final report published in November 2017.

This report will be review by the ITC in Q1 2018 and decisions will be taken as to the practical recommendations made in the report. These will set out the scope of this project as the report makes a large number of them and not all can be undertaken in a small project.

Scope

Although the complete scope of the project will not be determined until February when the ITC has met, work on a number of Quick Wins can already be undertaken to implement changes across several enhancements that must take place.

Quick Wins (Q1 2018)

- move the registration database to the galera database cluster and enable encryption at rest and in transit
- EdGEL the EASE login, second challenge, password change and registration pages
- change the login process to prompt separately for the username and password, so that we can implement at some point a small picture validation
- EdGEL EASE Friend

The project scope for now will be to do the work above, and will be estimated and resourced accordingly

Once the ITC have made their decisions, then the full scope of the project will be set. These could include none, some or all of the following (2017/18 and 2018/19)

- Review of replacement for COSIGN
- Tighter integration of AD and EASE
- Change in Password Policy
- Implement a Multi-Functional Authentication
- Development of Grouper and synchronisation of Grouper with AD
- Format of UUN
- Role-based Access Control and Privilige Management
- Policies on encryption and cryptography
- And other recommendations from the Authentication and Authorisation Review

Changes to Scope will be logged on the Issue Log and also recorded on the Project Scope Change page.

Out of Scope

Any significant work we need to explicitly state we are not doing (that some stakeholders may assume or expect that we will) shall be set out once ITC have met and decided.

Objectives and Deliverables and Success Criteria

	Description of the Objective	Success Criteria
	Description of the Deliverables needed to achieve the objective	
Objective 1	move the registration database to the galera database cluster and enable encryption at rest and in transit, by End of March 2018	

Deliverable D1.1	Database moved to galera cluster	TBC by project team
Deliverable D1.2	Encryption at rest	TBC by project team
Deliverable D1.3	Encryption in transit	TBC by project team
Objective 2	EdGEL the EASE login, second challenge, password change and registration pages by June 2018	
Deliverable D2.1	An EASE login screen that offers the same user experience and look and feel as EdGel pages	TBC by project team / stakeholders
Deliverable D2.2	And same for second challenge, password change and registration pages	TBC by project team / stakeholders
Objective 3	change the login process to prompt separately for the username and password, so that we can implement at some point a small picture validation by June 2018	
Deliverable D3.1	A two-step process of authentication	TBC by project team / stakeholders
Deliverable D3.2		TBC by project team / stakeholders
Objective 4	EdGEL EASE Friend and change process to be in line with EASE by June 2018	
Deliverable D4.1	An EASE Friend login screen that offers the same user experience and look and feel as EdGEL pages	TBC by project team / stakeholders
Deliverable D4.2		
Objective 5		
Deliverable D5.1		
Deliverable D5.2		
Objective 6		
Deliverable D6.1		
Deliverable D6.2		

This table can be used through Business and Technical Analysis, Design, Build, and Testing/UAT as a Traceability Matrix to ensure the project brief project objectives and deliverables are followed through.

Requirements

Requirements are aligned with objectives and deliverables, and also the opportunity to realise the benefits.

	User/Owner	MoSCoW	Set By
Requirement 1	registration database to the galera database cluster	M	Graeme Wood, Sponsor
Requirement 2	enable encryption at rest and in transit	M	Graeme Wood, Sponsor
Requirement 3	EdGEL the EASE login, second challenge, password change and registration pages	M	Graeme Wood, Sponsor
Requirement 4	change the login process to prompt separately for the username and password, so that we can implement at some point a small picture validation	M	Graeme Wood, Sponsor
Requirement 5	EdGEL EASE Friend	S	Graeme Wood, Sponsor

Benefits

The benefits that the deliverables will enable or act as a catalyst in making happen. These benefits may be immediate or may be realised after the project has closed.

Requirement 1. i/f and s/w upgrade
Requirement 2. GDPR compliance
Requirement 3. Users will have a more consistent experience
Requirement 4. Second factor challenge will bring authentication login in line with contemporary standards
Requirement 5. Users will have a more consistent experience

Governance

Project will have these governance roles by default. Delete/Add/Change as appropriate.

Portfolio Governance

Role	Name	Division / Group / Team / College / School and Title
Project Sponsor	Graeme Wood	ITI, Enterprise Section Head
Programme Owner	Graeme Wood	
Programme Manager	Maurice Franceschi	ITI, ITI Portfolio Manager
Portfolio Owner	Tony Weir	ITI, Director
Portfolio Manager	Maurice Franceschi	
Service Owner	Graeme Wood	

Project Board (TBC if we require a project board)

Role	Name	Division / Group / Team / College / School and Title
Project Sponsor		
Senior User	Can be Sponsor	
Senior Supplier		
Other Board Members		

Tolerances

Tolerances in line with general RAG guidelines, to be confirmed with Sposor.

Resources Skills and Cost

Budget
50 days of ITI effort
We will have some support from edWeb team

Priority and Funding

Normal Priority.
No capital funding.

Project Team

Role	Name	Division / Group / Team / College / School and Title
Project Manager	Maurice Franceschi	
Solution Architect	Kenny MacDonald	
Solution Development	Gavin Gray	
Testing, Contributor	TBC – looking for	

	resource from Web Team	
Service Development		
Communications Assistance		

Quality of Project and Deliverables / Key Project Milestones

The milestones are a key tool in ensuring that the project process itself is followed as set out by ITI, and that the product deliverables are to the required Quality.

Edit this template to list the key Milestones and who signs off on these milestones. Add milestones for Security, Accessibility, UX, as required.

For medium and large projects, a project plan - MS Project, Gantt, or other - can be added to the Plan Log and revised as project progresses. The approach can be stated here.

You can also mention the approach the project is taking to set, measure and confirm the quality of the deliverables

Milestone	Sign-Off means	Date of Milestone		Who signs-off (Accountability)
Start of Project	Project can begin, is in line with Programme and Portfolio priority, has resource	19/12/17		Sponsor, Programme Manager
End of Planning for Quick Wins	Project can begin, is in line with Programme and Portfolio priority, has resource	17/1/18		Sponsor, Programme Manager
Change of Scope – ITC Decision	The scope for the project has been set by ITC	31/3/18		Sponsor
XXXX	XXXX	XXXX		XXXX
Delivery of the Quick Wins – database encryption	Change to Service can proceed	29/3/18		Sponsor, PM service owner/ service operations manager (helpline)
Delivery of the Quick Wins - eDgel	Change to Service can proceed	29/6/18		Sponsor, PM service owner/ service operations manager (helpline)
Handover to Support	support can take over running of the Service	TBC		service owner/ service operations manager (helpline)
Closure	Project can close	27/7/18 TBC		Sponsor, PM

Other Milestones will be added as Appropriate

End of Analysis	quality and completeness of analysis	business analyst / business lead / senior user / PM
End of Design	quality and completeness of design	technical lead / senior supplier/ business lead / senior user/ PM
End of UI Design	quality of UI - to show we have designed an interface that is usable, accessible, promotes equality and diversity	technical lead / senior supplier/ business lead / senior user
End of Build	quality and completeness of build	technical lead / senior supplier/ PM
Acceptance	overall quality of deliverable, UAT has been passed, Intergation testing successful, all components technically checked - fit for delivery to live service	technical lead / senior supplier /business lead / senior user /business analyst /PM
Security QA	satisfies security	Section Head
Branding QA	for new, upgraded services, sign-off that branding guidelines for ISG, University, school/college has been followed by the project team	PM / and as appropriate ... UoE C&M, college C&M and (pending) ISG Branding Team
Design UI QA	to show we have built an interface that is usable, accessible, promotes equality and diversity	Sponsor and Service Owner
EqIA	For new services or services undergoing substantial change, there must be an Equality Impact Assessment completed, validated by equality office and deposited on eqia website	PM/ Service Owner / Equality Officer
PIA	Check if your project needs to undergo a Privacy Impact Assessment	PM / Service Owner / CISO

Assumptions
We assume that there will be replacement for Cosign in the short term.

Constraints
Lack of Drupal skills in the ITI division mean that any development will need to be sourced from ISG or external, if we want to develop solution in Drupal.

Risks

No significant risks at outset of project.

Issues

No significant issues at outset of project.

Previous Lessons Learned

We wil review the ENT021 project for lessons.

Dependencies

Are we depending on certain events to take place?
Yes – we need ITC to review and approve the recommendations in the review.

Are we dependent on suppliers, or product releases?
TBC

Communication

For projects with an array of external stakeholders, a Communication Plan can be created and made available on the ITI Sharepoint space if preferred.

The following stakeholders were identified during annual planning

Director ITI, Tony Weir Accountable
CISO Alistair Fenemore Consult
Claire Knowles Inform
Matt Hodson Inform
ADO Iain Fiddes, Stefan Kaempf also expecting to devote 5-10 days of effort
USD and Helpline Inform
LTW Inform (specifically, video lecture)
L&C Inform
AHSS Consult
MVM Consult
SCE C Consult
and we also have
Ed Web team
USD and Helpline

Run / Grow / Transform

Transform

Alignment with Strategic Vision

*This project will deliver benefits, change and innovations in alignment with the IS Strategic Vision and the University's Strategic Vision for 2025. ** Check the Annual Plan on ITI Sharepoint to see how the project's deliverables and benefits have been aligned to Run/Grow/Transform and the Strategic Themes ***

Student Experience	Commentary
Student experience and the unique Edinburgh offer	X
Online and distance learning leaders	
Library national and international leadership	
Research and Innovation	
Research IT and Data Sciences	
Innovation	
Collaborative leadership and social responsibility	
Service Excellence	
Process improvement, efficiency, quality and best practice	X
Long-term IS strategic planning and linked professional services	X
Information Security	X

University's Strategic Vision for 2025 the main elements of the vision that this projects contributes have a commentary.

Vision Themes	Commentary
A unique Edinburgh offer for all of our students	
all of our undergraduates developed as student/ researchers with clear, supported pathways through to Masters and PhD	
all our students offered the opportunity to draw from deep expertise outside their core discipline	
a highly satisfied student body with a strong sense of community.	
Strong and vibrant communities within and beyond the University – making the most of our unique offer of world-leading thinking and learning within one of the world's most attractive cities	
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A larger, more international staff who feel valued and supported in a University that is a great and collegial place to work, develop and progress	
More postgraduate students – underpinned by the best support in the sector to ensure we attract the brightest and best regardless of ability to pay	

A strong culture of philanthropic support focussed especially on our students and on outstanding research capabilities.	
Many more students benefiting from the Edinburgh experience (largely or entirely) in their own country – supported by deep international partnerships and world-leading online distance learning	
Sustained world leading reputation for the breadth, depth and interdisciplinary of our research supported by strong growth in research funding and strong international partnerships – drawing from well-established and less well developed sources An estate that matches expectations, responds flexibly to changing student and staff needs, and showcases the University	
A deeper and earlier collaboration with industry, the public sector and the third sector – in terms of research; knowledge exchange; and in giving our students the best possible set of skills for their future	

IS Change Programme - How will this project's Deliverables and Benefits promote the Themes

Indicate if the project deliverables and benefits contribute to the themes with the IS Change Programme.

IS Change Programme Theme	How the project deliverables and benefits contribute to change
Project Management	
Working Together	
Standards and Technical Leadership	X
Staff Learning and Development	
Service Based Culture	X
Equality and Diversity	
Partnerships and Philanthropy	
Flexible Resourcing	
Communication and Branding	X

Service Excellence - Information and Security

The project focus is on the improvement of our security mechanisms and data storage.

Service Excellence - Process Improvement, efficiency, quality and best practice (Social Responsibility and Sustainability)

Not Applicable

Digital Transformation

This will improve security via industry standard approaches to authentication, and we will be looking for support and guidance and QA from the Edweb team.

IS Change Programme - How will the execution of this project promote the Themes

Indicate if the project itself (during plan, execution, implementation) contributes to the themes with the IS Change Programme.

See the Guidance on the ITI001 Project Brief Template

IS Change Programme Theme	How the project process will contribute to change
Project Management	
Working Together	X
Standards and Technical Leadership	X
Staff Learning and Development	
Service Based Culture	X
Equality and Diversity	
Partnerships and Philanthropy	
Flexible Resourcing	
Communication and Branding	

Project Sponsor – Project Responsibilities

The sign-off milestones are associated with specific responsibilities of the Sponsor role.

This sets out the Sponsor responsibilities on this project - please review and amend as appropriate for this project and agree with Sponsor

Start of project – Explicitly Included in the Initiation Milestones Sign-Off
1. Negotiates and confirms funding for the project
2. Ensures the project is in line with organisational strategy and priorities
3. Chairs the project board, appoints its members and ensures they are effective
4. Advises the project manager of protocols, political risks, issues and sensitivities
5. Makes the project visible within the organisation

End of Planning – Explicitly Included in the Planning Milestone Sign-Off
1. Works with the project manager to develop the Project Brief
2. Ensures a realistic project plan is produced
3. Sets tolerance levels for escalation to themselves and to the project board
4. Ensures that project team have representation and engagement from users and suppliers
5. Helps identify Stakeholders
6. Approves Communication Plan

7.   Agrees on frequency of meetings with Project Manager
8.   Agrees of frequency of meetings with Project Team
9.   Agrees on milestones and who signs-off

Development / Execution – ongoing

1.   Provides strategic direction and guidance to the project manager as directed by the Board
2.   Approves changes to plans, priorities, deliverables, schedule
3.   Encourages stakeholder involvement and maintains their ongoing commitment
4.   Chief risk taker
5.   Makes go/no-go decisions
6.   Communicates change in organisational structure, priorities, business benefits or funding
7.   Helps the project manager in conflict resolution
8.   Helps resolve inter project boundary issues
9.   Gains agreement among stakeholders when differences of opinion occur
10.   Assists the project by exerting organisational authority and the ability to influence

Delivery – Explicitly Included in the Delivery Sign-Off

1.   Ensures that Service is ready for change

Closure - Explicitly Included in the Closure Milestone Sign-Off

1.   Helps with publicity for the change delivered
2.   Ensure that benefits will be managed, measured and realised post-project
3.   Evaluates the project's success upon completion