Technical and Financial Proposal for IT Governance Development

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Prepared by: Trusted Vision for Cybersecurity

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1. Executive summary of client requirements

Trusted Vision Company submits this technical proposal to support the Client in strengthening its overall Information Technology governance framework. The engagement aims to develop, review, and enhance the Client's IT policies, procedures, standards, and related documentation to ensure clear governance, effective operational practices, and well-structured technology management.

The Client requires experienced IT governance practitioners who will work closely with relevant stakeholders to:

- Assess and review existing IT policies, procedures, and governance documentation
- Develop and enhance IT policies, standards, procedures, and supporting templates
- Ensure alignment with regulatory frameworks and industry best practices
- Identify documentation gaps and develop structured remediation plans
- Support the preparation of governance documentation required for regulatory and internal reviews
- Provide periodic reporting on progress, risks, and governance maturity, and
- Transfer knowledge to internal staff to ensure long-term sustainability.

All engagement activities shall be conducted in coordination with the Client's governance teams and in accordance with the Client's internal policies, cybersecurity requirements, and regulatory expectations.

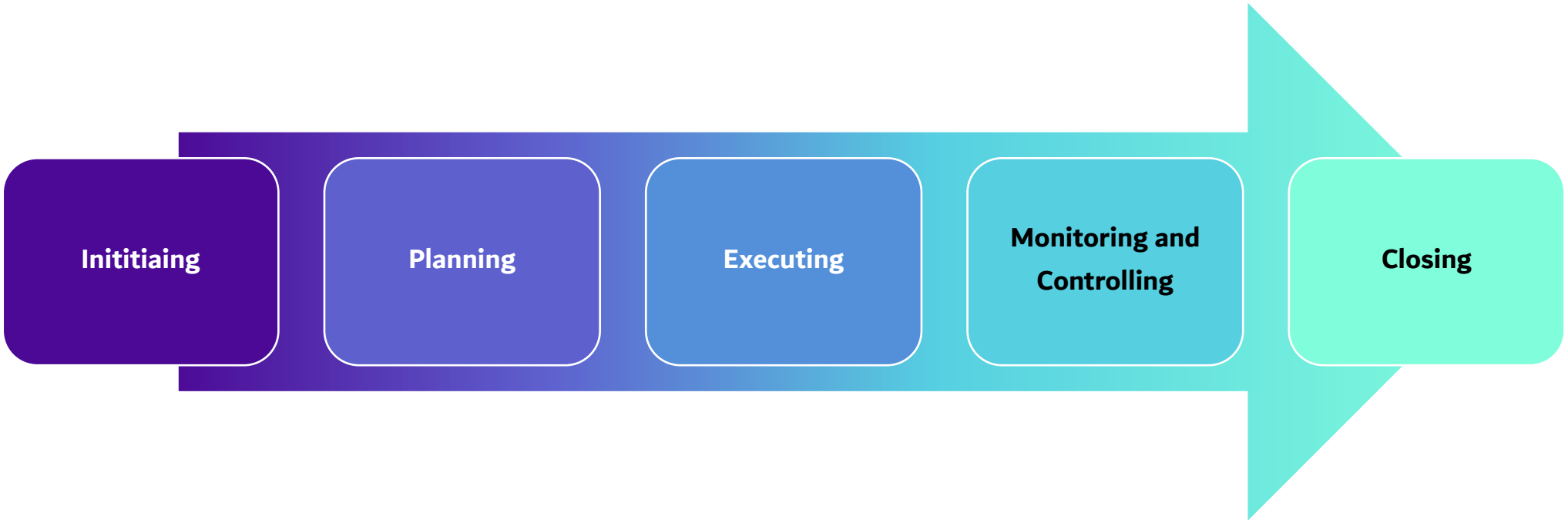
2. Project Benefits and Values

The engagement will focus on:

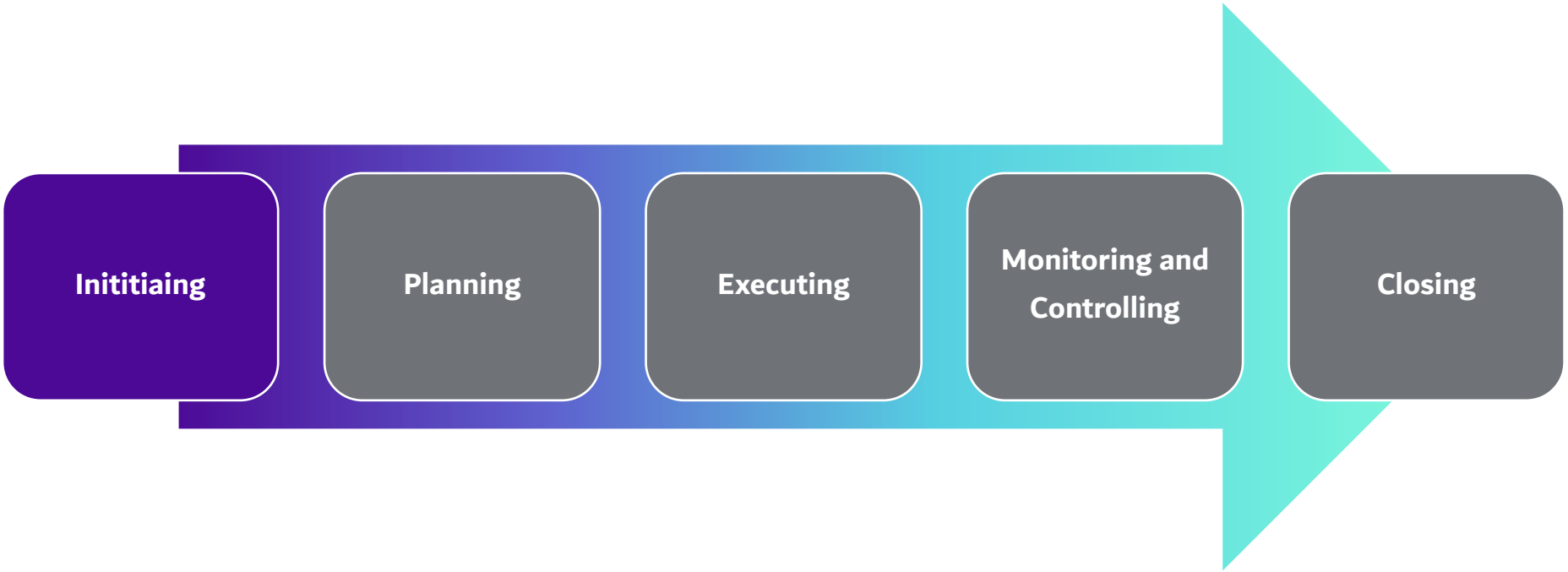
1. Strengthening the organization's IT governance practices through the development and enhancement of structured IT policies, procedures, and documentation.
2. Establishing clear governance structures, roles, and responsibilities to support effective IT management and decision-making.
3. Improving oversight and coordination between management and relevant committees in relation to IT activities and initiatives.
4. Developing a comprehensive and well-structured IT governance documentation framework.
5. Enhancing internal control practices and improving the consistency and quality of IT-related documentation and processes.
6. Supporting organizational readiness by establishing clear, maintainable, and well-documented IT policies and procedures that enable sustainable operations and future growth.

3. Project management and implementation methodology

We at Trusted Vision follow the global project management methodology of the Project Management Institute (PMI) in terms of initiating, planning, executing, monitoring



3.1 Initiating Phase



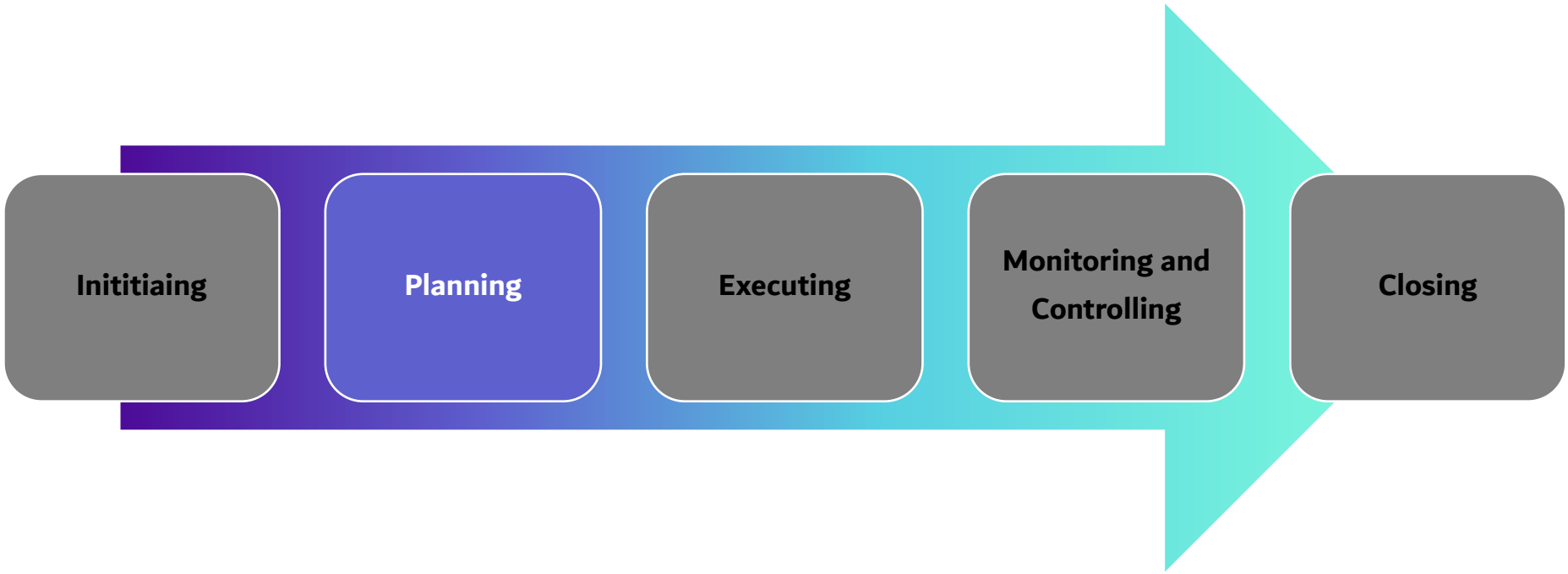
At this phase, the project is defined, and the project leader outlines their responsibilities, identifies key stakeholders.

The table below lists the activities that will be carried out during this phase:

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
1	Preparing the project team	Assigning a project manager from the entity to work with the consultants	A team prepared to start the project

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
2	Preparing to start the project and holding the kickoff meeting	Inviting the head of the entity and all department heads	Meeting minutes
3	Develop Project Plan	Review and approve the project plan	Project Plan

3.2 Planning Phase

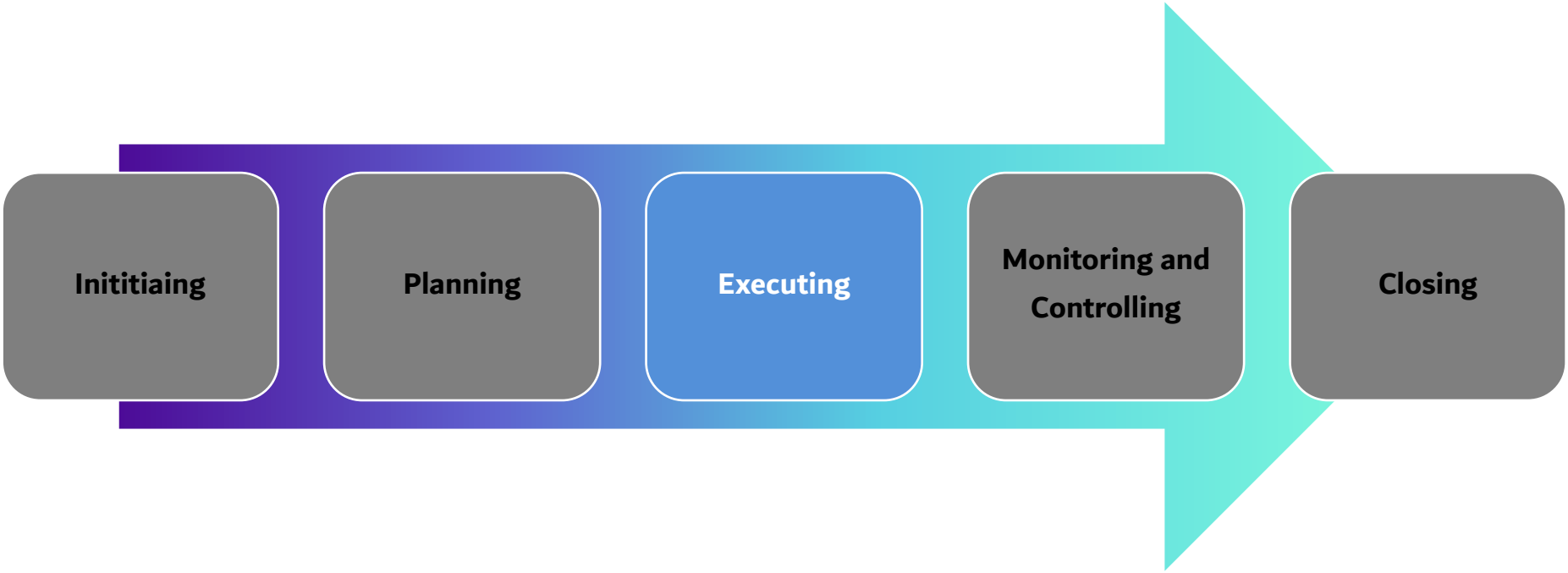


At this phase, various activities will be undertaken, including conducting a status assessment to gain a comprehensive understanding of the entity's ITG framework, collecting all relevant documents available within the entity, evaluating its compliance posture, and identifying associated IT and cyber risks.

The table below contains the activities that will be carried out at this phase:

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
1	Collect evidence and information related to IT governance requirements, including current cybersecurity governance documents: • Policies • Procedures • Cybersecurity Strategy, Digital Transformation, Data Management and IT • Frameworks • Technical Standards • Information and Technology Asset Register	Submitting the required documents	Meeting minutes
2	Conducting interviews with departments and stakeholders, including but not limited to: 1. General Department of Cybersecurity 2. General Department of Information Technology 3. General Department of Digital Transformation 4. IT Department 5. Administrative Affairs Department	1. Coordinate interview appointments 2. Submit required documents	Meeting minutes

3.3 Executing Phase



At this phase, the project is implemented according to the plan set to obtain the expected outputs.

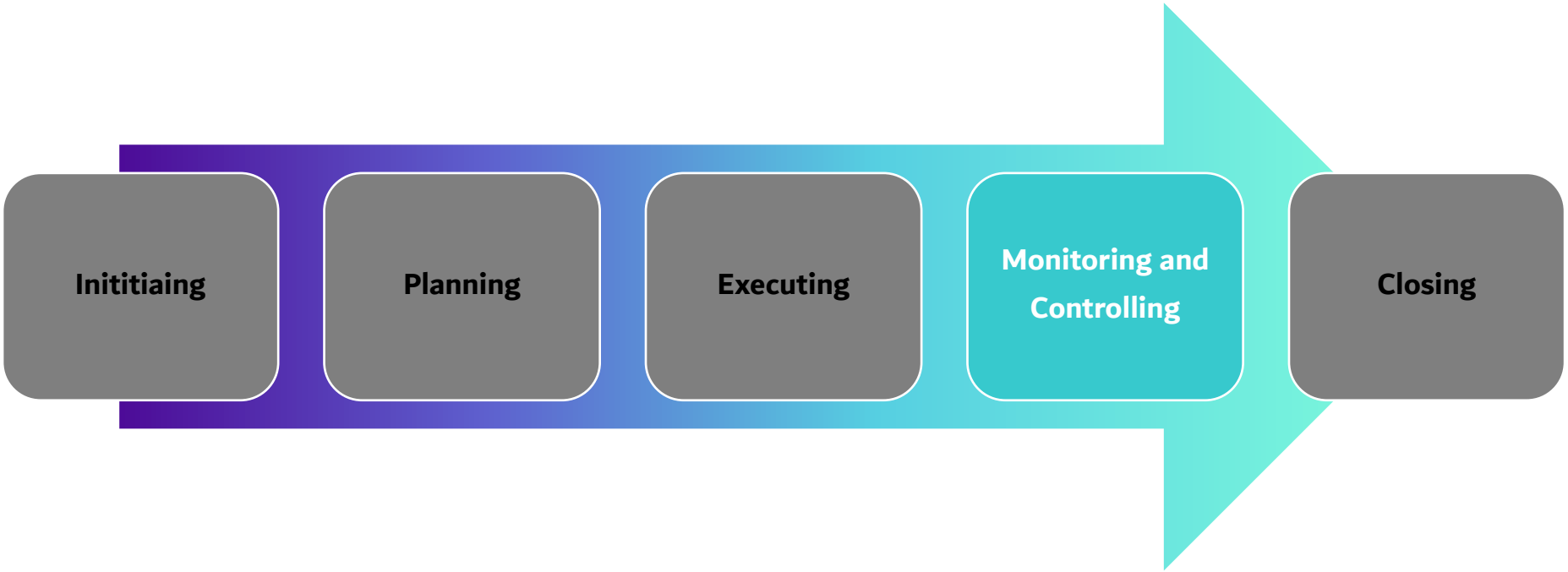
The table below contains the activities that will be carried out at this phase:

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
1	Develop and revise IT policies, procedures, and plans, including but not limited to:	Review and approve all the deliverables	IT Deliverables

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
	• IT Strategy • IT Steering Committee Charter • Data Security & Confidentiality Policy • Password Settings Standards and Procedures • Data Governance & Classification • IT Service Management • Information Technology Policy • User Access Policy • Vendor & Outsourcing IT Controls • IT Governance Framework • IT Change Management Policy • Backup Policy and Procedures • Access Management Policies and Procedures • IT Security Policies • Cyber security policies and procedures • Data Privacy and Data Classification Policy • Logging and Monitoring Policy • Review and Monitoring Process • Asset Management Policy • Asset Management Procedure • IT Services Impact and Coordination Process • IT SLA Management		

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
	• IT Availability Management Policy • IT Capacity Planning Procedures • Data Center Physical Security Policy • Data Center Operations Management Procedure • Network Management & Monitoring Mechanisms • Job Processing Standards • Incident Management Policy • Root Cause Analysis & Problem Management Best Practices • IT Disaster Recovery Policy • IT Disaster Recovery Plan • IT Change Management Policy • RACI Matrices • Vulnerability & Patch Management Procedure • BCM Plan		

3.4 Monitoring and Controlling phase



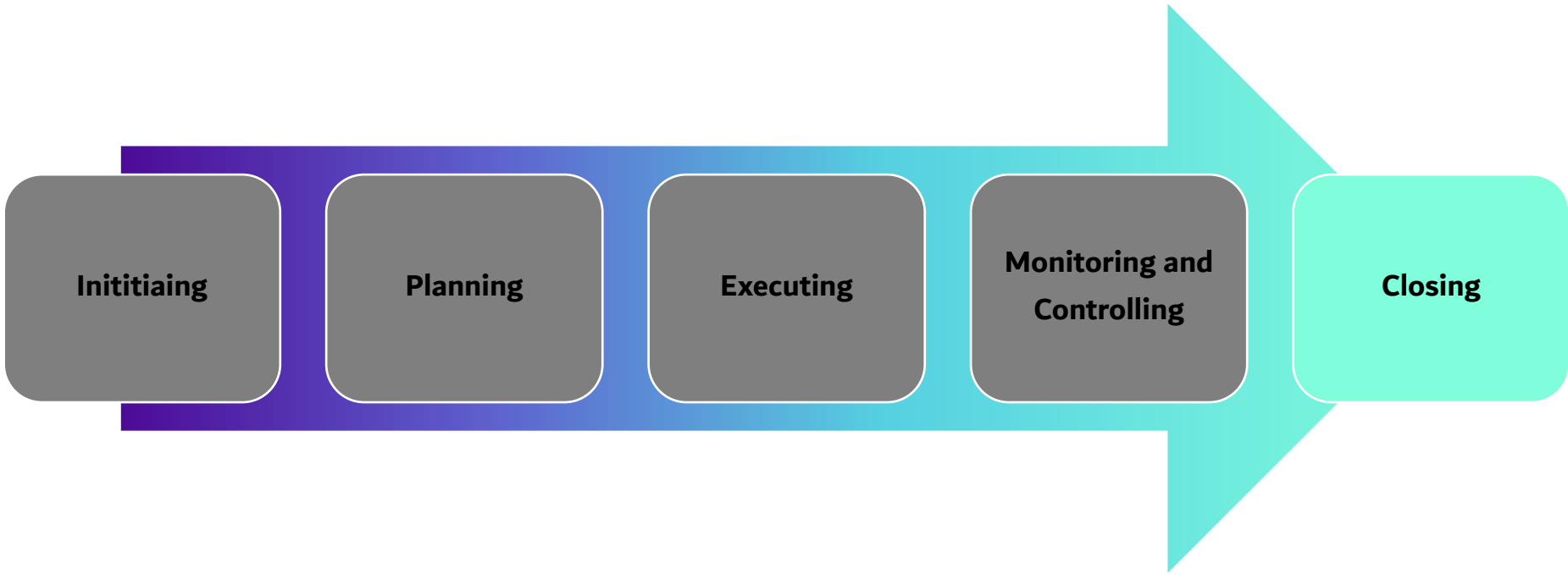
At this phase, project work is monitored, performance and changes are tracked, and all project deliverables are verified. The project objectives are achieved, and final approval of the deliverables is obtained.

The table below also contains the activities that will be carried out at this phase:

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
1	Conduct IT awareness workshops for all company employees	Coordinate meeting with stakeholders	Awareness workshop materials

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
2	Support the implementation of Technology Business Continuity Management (BCM) and Disaster Recovery Planning (DRP).	-	Meeting minutes
3	Conduct periodic reviews of user access rights to ensure appropriate access management and control.	-	Meeting minutes
4	Provide a Bi-Weekly email on the progress	-	Project progress
5	Knowledge transfer to internal staff (templates, walkthroughs, training, handover).	Nominate staff and ensure attendance/continuity.	Meeting minutes
6	Receive all project data	Approve all the documents	Receive all project data

3.5 Closing phase



At this phase, the project closure report is signed, and the project is officially closed.

The table below contains the activities that will be carried out at this phase:

#	Activities that must be conducted by the trusted vision company	Activities that must be conducted by the entity	Activities completed and materials delivered to the entity
1	Project sign-off	Sign off by the company's Management	Project closure report

4. Knowledge Transfer

Knowledge transfer includes transferring knowledge from the consultant to the entity's employees and training with the aim of carrying out the work that the consultants were doing and enabling the Authority's employees to be able to carry out all the consultants' work with confidence and competence. Knowledge will be transferred to the entity's employees through the following schedule:

How (communication channels)	From (target management)	when	what (content)
• Video meetings • In-person meetings • E-mail	IT department	Daily	All documents and plans related to the project

5. Weekly Project Progress Report

The table below shows the project progress on a weekly basis to ensure that the objectives are met according to the planned schedule. The report is divided into four main sections:

1. Current Week Achievements: Includes all activities and tasks completed during the week.
2. Next Week Achievements: Identify the tasks and activities planned to be implemented to ensure continuity.
3. Challenges: Review obstacles that may affect the workflow, identifying areas that need solutions.
4. Recommendations: Provide suggestions to improve performance, reduce potential challenges, and ensure operational efficiency.

Project Name		**xx**		
Project Manager (x)		xx	**Project Manager (Trusted Vision)**	xx
Achievements for the past week (18-08-2024 To 22-08-2024)	**1**			
	2			
	3			
To be achieved next week (25-08-2024 To 29-08-2024)	**1**			
	2			
	3			
Challenges and outstanding issues	**1**			
Recommendations	**1**			
	2			

6. Resource, Quality and Communication Plans

In the initiating phase, the project manager makes a set of plans to implement the project in the best possible way, including a resource plan, a quality plan, and a communication plan, as follows:

1. In the resource plan, the available resources are identified, requirements are determined, priorities are determined, and resources are distributed according to priorities.
2. In the quality plan, quality standards are determined for application in the project, such as workflow methods, time required to review documents, and mechanisms for reviewing and approving documents.
3. In the communication plan, the best methods of communication are determined according to the needs of stakeholders, and the plan is written down and implemented

The plans are an important part of project management, and their purpose is to determine how to prepare resources, manage quality, and how to communicate during the life of the project. They include all the roles of stakeholders.

7. Risk Register

The most important risks related to the project and the controls for dealing with them have been identified as in the table below

Danger number	Risk scenario	Total level	Controls for dealing with risk
1	Lack of cooperation from the entity's employees, resulting in a delay in deliveries	high	1- Allocating a person from the entity and assigning him to work with the consultants 2- Giving a message and order from the authorized person to all departments regarding the necessity of cooperating with the consultants to ensure the completion of the project within the specified time
2	The entity is not satisfied with the documents delivered	middle	Developing a quality plan and activating it between the company and the entity
3	One of the consultants resigned during the project work	low	Providing other consultants as backup by the company

8. Project Scope and Assumptions

Out of Scope of Work

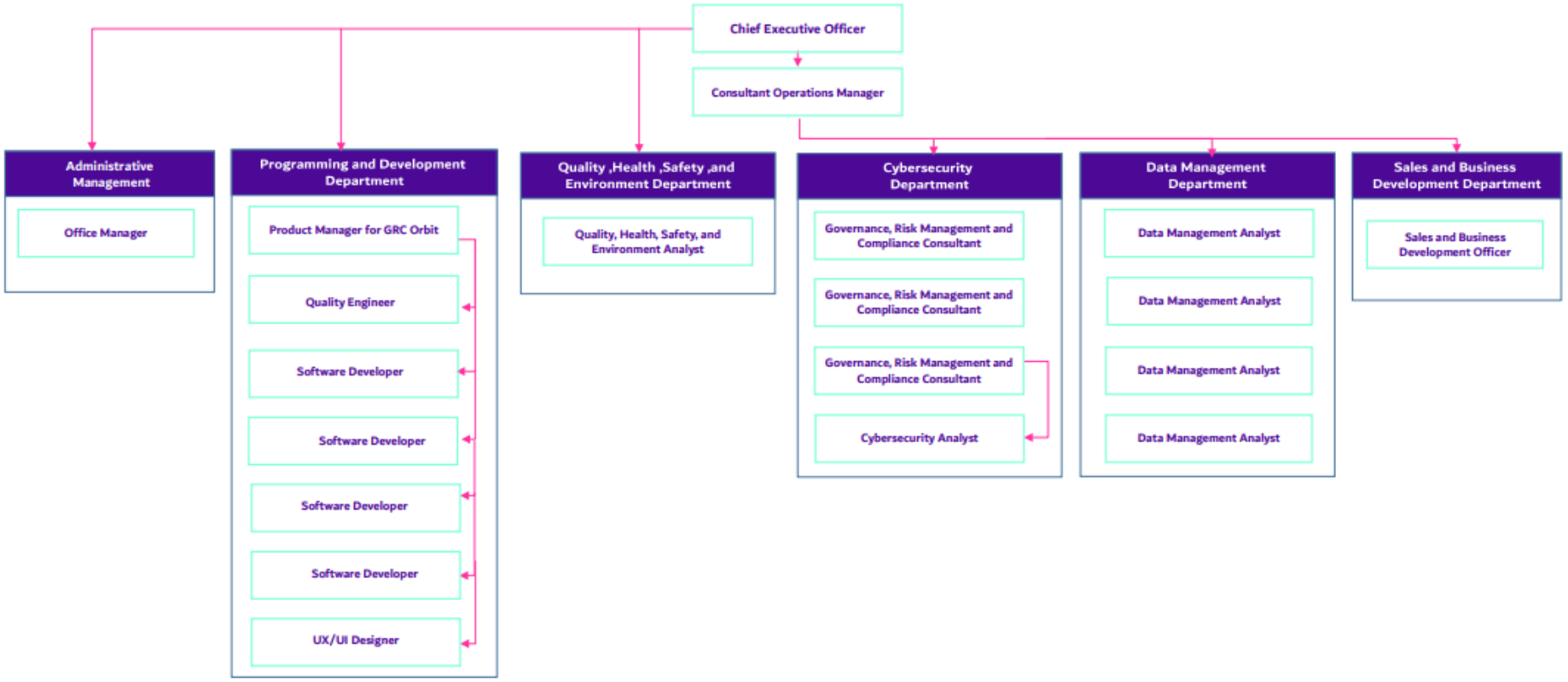
1. Implementing or purchasing technical tools and solutions related to the implementation of the project
2. Any other service not clearly mentioned in the previous sections will be considered outside the scope of work.

Assumptions

1. **All activities will take place during the project period only and the company has no relationship if there is any delay or lack of cooperation from the entity.**
2. **The company is not responsible for any delay caused by the entity.**
3. **Cooperation from the entity's departments and departments is mandatory for the success of the project.**
4. **Delivered documents will be reviewed for 3 days only.**
5. **This project will be implemented within 6 months.**
6. **An AI bot will be integrated to record and summarize conversations, aiming to assist consultants in improving and enhancing meeting minutes.**
7. **The company has the right to temporarily suspend the project if the payment is not made within two weeks from the date of issuing and sending the invoice to the entity.**

9. Company Information

Trusted Vision is a cybersecurity and data management consulting firm that provides full services in governance, risk, and compliance management, as well as solutions and training, to help entities meet their business requirements.



10. Certificates

Our team holds a variety of certifications, including:


PECB
ISO 9001
LEAD AUDITOR


ITIL
FOUNDATION


CompTIA
CCAP
Cloud Admin
PROFESSIONAL


CompTIA
CSCP
Secure Cloud
PROFESSIONAL


CompTIA
Data+


CompTIA
Cloud+


CompTIA
CySA+


CompTIA
Network+


CompTIA
A+


CompTIA
Security+


CNSS


FORTINET
NSE
1
ASSOCIATE


FORTINET
NSE
2
ASSOCIATE


FORTINET
NSE
3
ASSOCIATE


FORTINET
NSE
4
PROFESSIONAL


C|EH
Certified Ethical Hacker


paloalto
NETWORKS
PCCSA


paloalto
NETWORKS
PCNSA


paloalto
NETWORKS
PCNSE


CISA
CYBER+INFRASTRUCTURE


COMP
ASSOCIATE
CERTIFIED

11. Previous Projects

Many projects have been implemented by dealing with various parties in different countries and multiple environments, and we always strive to implement the best practices and standards to achieve the best required results.

Project No.	Project Name	Client Name	Logo	Project Description
1	Implementation of the SAMA CSF Cybersecurity Framework	Gulf Union and Al Ahlia Insurance Company	إتحاد الخليج للتأمين التعاوني GULF UNION COOPERATIVE INSURANCE CO.	1. Developing cybersecurity policies, procedures and standards issued by the Saudi Central Bank 2. Conducting a Cybersecurity Risk Assessment on information systems, assets and processes 3. Developing key performance indicators and key risk indicators for operations (KPIs, KRIs) 4. Performing process monitoring
2	Implementing a Business Continuity Management System SAMA BCM	ASIG Insurance Company	ACIG للتأمين بأمان	1. Establish a Business Continuity Management System 2. Develop relevant policies, procedures and standards 3. Define and implement a Business Impact Analysis 4. Conduct a Business Continuity Risk Assessment 5. Define a Recovery Time Objective (RTO) and a Recovery Point Objective (RPO) 6. Developing a Business Continuity Strategy 7. Develop Business Continuity Plans

				8. Define Performance Metrics and KPIs
3	Implementation of Business Continuity and Disaster Recovery Program	Energy Manufacturing and Services Company (TAQA)		1. Establish a Business Continuity Management System 2. Develop relevant policies, procedures and standards 3. Define and implement a Business Impact Analysis 4. Conduct a Business Continuity Risk Assessment 5. Define a Recovery Time Objective (RTO) and a Recovery Point Objective (RPO) 6. Develop a Business Continuity Strategy 7. Develop Business Continuity Plans 8. Define Performance Metrics and KPIs
4	Implementation of ISO 27001 and basic cybersecurity controls (ECC, CCC, DCC, OSMACC, TCC)	Energy Manufacturing and Services Company (TAQA)		1. Establish a cybersecurity management system 2. Develop a cybersecurity strategy and operational model 3. Develop relevant policies, procedures and standards 4. Ensure compliance with the National Cybersecurity Authority frameworks ECC, CCC, DCC, OSMACC, TCC 5. Ensure compliance with ISO 27001

				6. Conduct internal audits on the National Cybersecurity Authority frameworks and ISO 27001 7. Obtain ISO 27001 certification
5	Audit and Oversee the Implementation of NCA-ECC Essential Cybersecurity Controls	Sovereign Government Entity		1. Improve governance documents (cybersecurity strategy, cybersecurity roles and responsibilities, cybersecurity policies) 2. Audit of core cybersecurity controls NCA-ECC
6	IT Systems Audit	Lebara Telecommunications Company		IT Policies and Procedures Audit (General Technical Controls + Application Technical Controls)
7	ISO 27001 Information Security Standard Training	Energy Manufacturing and Services Company (Energy)		Providing training in ISO 27001 information security standard
8	Data Management and Governance Strategy	King Abdulaziz Public Library		1. Conduct gap analysis on the national data governance and management framework 2. Study the current situation 3. Develop a data management strategy 4. Develop an open data plan

				5. Publish six open data sets on the Saudi National Data Platform
9	Implementation of ISO 27001 Information Security Standard	Genelle	genelle	1. Establish an information security management system 2. Develop relevant policies, procedures and standards 3. Ensure compliance with ISO 27001 4. Conduct remediation activities and resolve findings 5. Obtain ISO 27001 certification
10	Saudi Aramco Cybersecurity Implementation	Maham	Maham مهام	1. Implement Aramco Cybersecurity Standard SACS-002 2. Develop relevant policies, procedures and standards
11	Data Classification	Perfect Presentation	2P شركة العرض المتقن Perfect Presentation	1. Collect and classify all data 2. Develop policies, procedures and standards related to data classification and protection
12	Implementation of ISO 27001 Information Security Standard and Basic Cybersecurity Controls (ECC, CCC, DCC, OSMACC, TCC)	National Community Development Program (Tanmia)	تنمية البرنامج الوطني للتنمية المجتمعية في المناطق	1. Establish a cybersecurity management system 2. Develop a cybersecurity strategy and operational model 3. Develop relevant policies, procedures and standards

				4. Ensure compliance with the National Cybersecurity Authority frameworks ECC, CCC, DCC, OSMACC, TCC 5. Ensure compliance with ISO 27001 6. Conduct internal audits on the National Cybersecurity Authority frameworks and ISO 27001 7. Obtain ISO 27001 certification
13	Cybersecurity Risk Management	Sovereign Government Entity		1. Develop a cybersecurity risk management methodology and align it with the overall risk management methodology 2. Conduct a cybersecurity risk assessment on information assets + third parties + material changes + technical projects + operations
14	NCA-ECC and CCC-P	Nashirnet		1. Establish a cybersecurity management system 2. Develop policies, procedures and standards for cloud computing controls and ECC + CCC core controls for service providers 3. Conduct cybersecurity risk assessments for projects and products 4. Conduct internal audits 5. Develop and measure performance indicators

15	Data Classification and Modeling	King Abdulaziz Public Library		1. Develop data log 2. Classify data 3. Develop data modeling plan and perform modeling for library systems
16	Implementation of the Personal Data Protection Regulation (PDPL)	Aljaber Finance		1. Limiting personal data and processing activities 2. Developing policies, standards and procedures related to data privacy 3. Developing consent management processes 4. Conducting audits of data processing activities 5. Conducting awareness workshops on personal data protection
17	Implementation of the Personal Data Protection Regulation (PDPL) Regulation	Hala Payment		1. Limiting personal data and processing activities 2. Developing policies, standards and procedures related to data privacy 3. Developing consent management processes 4. Conducting audits of data processing activities 5. Conducting awareness workshops on personal data protection
18	Implementation of the Personal Data Protection Regulation (PDPL) Regulation	Mrna Finance		1. Limiting personal data and processing activities 2. Developing policies, standards and procedures related to data privacy 3. Developing consent management processes 4. Conducting audits of data processing activities

				5. Conducting awareness workshops on personal data protection
19	Implementation of SAMA CSF	Finzey	فينزي للتمويل FinZev Finance	1. Conduct a comprehensive cybersecurity gap assessment. 2. Develop policies, procedures, and standards in alignment with the Saudi Central Bank (SAMA) Cybersecurity Framework. 3. Perform cybersecurity risk assessments for all information assets. 4. Establish and check cybersecurity performance indicators (KPIs) 5. Development of a comprehensive Disaster Recovery (DR) Plan and Incident Response (IR) Plan
20	Implementation of the Personal Data Protection Regulation (PDPL) Regulation	Finzey	فينزي للتمويل FinZev Finance	1. Limiting personal data and processing activities 2. Developing policies, standards and procedures related to data privacy 3. Developing consent management processes 4. Conducting audits of data processing activities 5. Conducting awareness workshops on personal data protection
21	Implementation of the Personal Data Protection Regulation (PDPL)	Genelle	genelle	1. Limiting personal data and processing activities 2. Developing policies, standards and procedures related to data privacy

	Regulation			3. Developing consent management processes 4. Conducting audits of data processing activities 5. Conducting awareness workshops on personal data protection
22	GDPR Implementation Oversight	Genelle		1. Review of GDPR-related policies, procedures, and supporting documentation 2. Review and validation of Data Protection Impact Assessments (DPIA) 3. Monitoring compliance with GDPR data protection and privacy requirements 4. Coordination with relevant stakeholders and reporting observations to management