

New Module (August 8): Policies and Procedures

📅 New Module Release

We've just dropped a new module: **Policies and Procedures**

📅 New Features:

• Dashboard

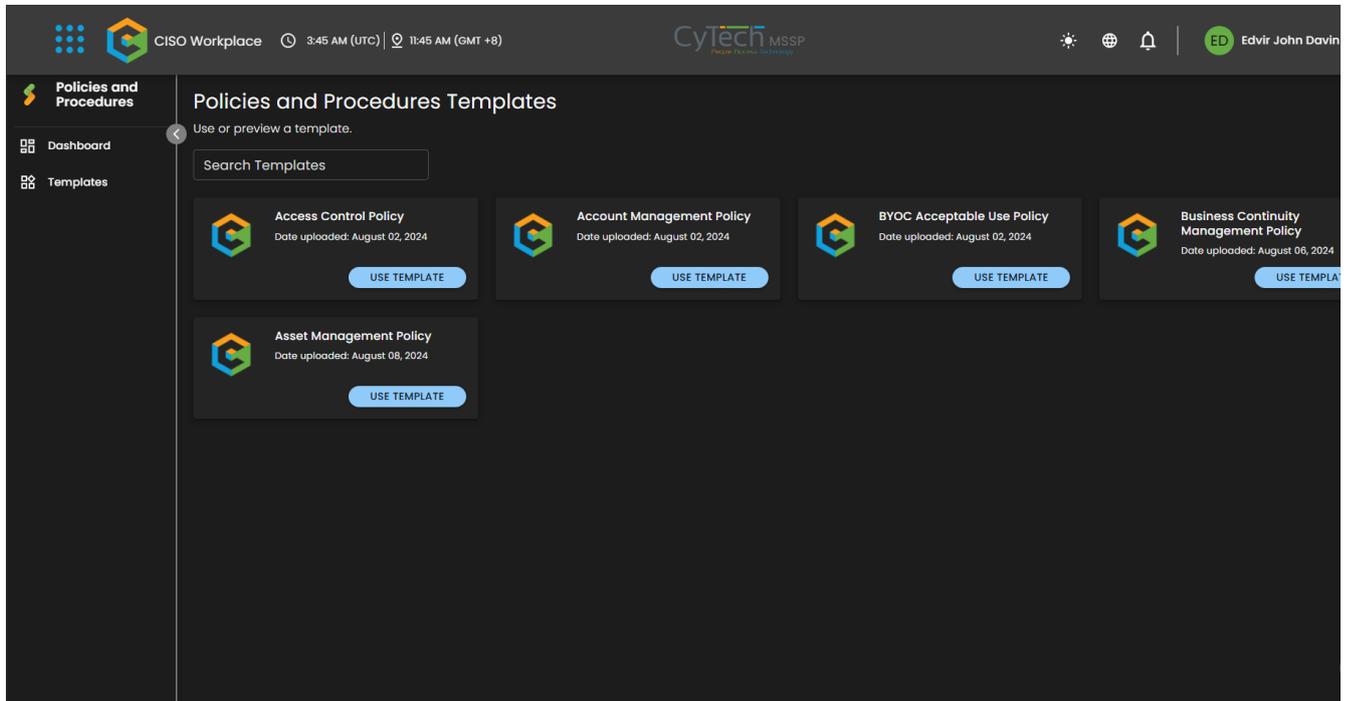
- Active Policies: Displays the number of currently active policies.
- Draft Policies: Shows the number of policies that are in draft status.
- Total Templates: Indicates the total number of templates available
- Recently Added: Lists the most recently added policies or templates for the past seven days.
- List of Policies: Provides a comprehensive list of all policies.
- List of Templates: Displays a comprehensive list of all templates.

The screenshot displays the CISO Workplace interface for the Policies and Procedures module. The top navigation bar includes the CISO Workplace logo, user information (Aldrin Ma), and system time. The main dashboard area is divided into several sections:

- Active Policies:** Shows 1 active policy.
- Draft Policies:** Shows 1 draft policy.
- Total Templates:** Shows 5 total templates.
- Recently Added Policy:** Lists two recently added policies with their names and timestamps.
- List of Policies:** A table with columns for Policy Name, Status, Effective Date, and Review Date. It contains two rows: one for a draft policy and one for an active policy.
- List of Templates:** A table with columns for Policy Name and a 'USE TEMPLATE' button. It lists several templates including Access Control Policy, Account Management Policy, BYOC Acceptable Use Policy, and Business Continuity Management Policy.

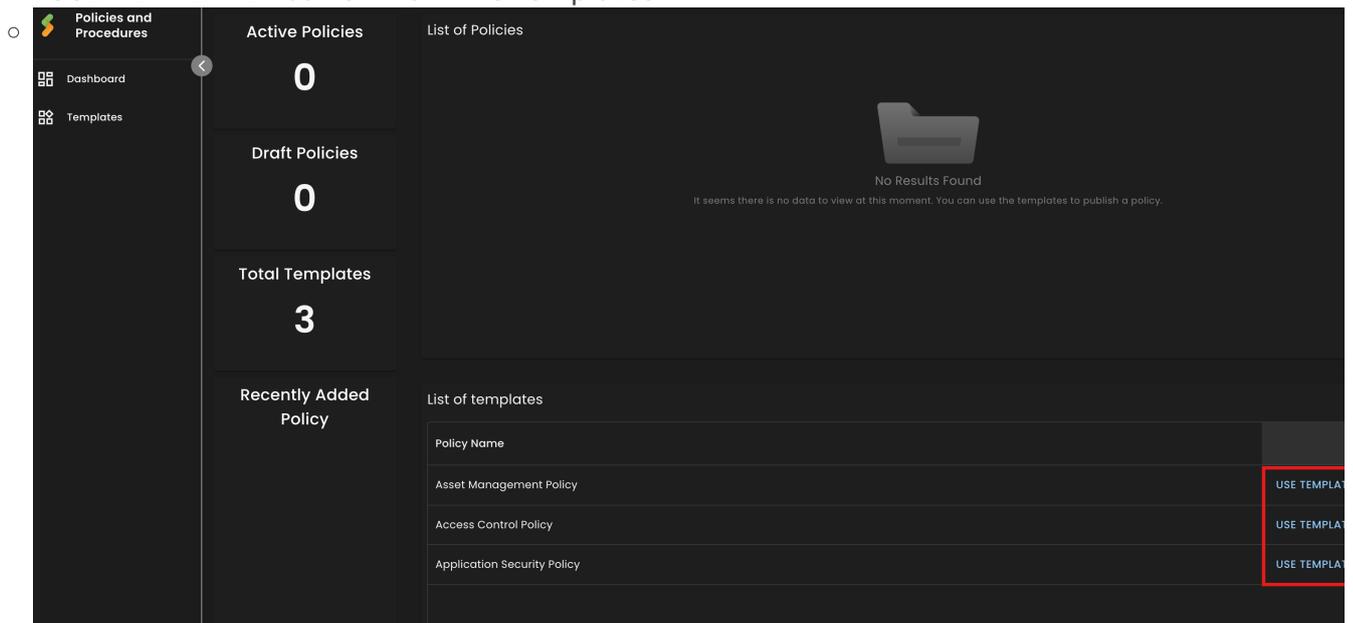
• Templates

- Search bar: Allows users to search for specific template.
- Card view of templates



- **Publishing Policy from Template:**

- Click "USE TEMPLATE" option in the List of Templates table of the dashboard or Click "USE TEMPLATE" button from the templates



- A modal will then pop up. Fill in all the fields in each section and hit Save section to reflect the changes.

Asset Management Policy

- Introduction
- Purpose
- Scope
- Definitions
- Policy Statements
- Relevant Procedures
- Non-Compliance

Policy Title
Name of the policy, this should be unique if published.

Policy Owner
Name the person/group responsible for this policy's management.

Policy Approver(s)
Name the person/group responsible for implementation approval of this policy.

Related Policies
Name other related enterprise policies both within or external to this manual.

Related Policies
Name other related enterprise policies both within or external to this manual.

Related Procedures
Name other related enterprise procedures both within or external to this manual.

Storage Location
Describe physical or digital location of copies of this policy.

- After filling in all the fields in each section, you can select Save as Draft or Publish Document.

Asset Management Policy

- Non-Compliance

Name the person/group responsible for implementation approval of this policy.

Related Policies
Name other related enterprise policies both within or external to this manual.

Related Policies
Name other related enterprise policies both within or external to this manual.

Related Procedures
Name other related enterprise procedures both within or external to this manual.

Storage Location
Describe physical or digital location of copies of this policy.

Effective Date
List the date that this policy went into effect.

Next Review Date
List the date that this policy must undergo review and update.

Save as Draft

Publish Document

SAVE AS DRAFT **Save Section**

- The changes will be displayed on the List of Policies table on the dashboard
- Updating Existing Policy:
 - Click "Edit" option in the List of Policy table of the dashboard and a similar modal will appear.

- Fill in all the fields in each section and then select Save as Draft or Save Section
- After filling in all the fields in each section, you can select Save as Draft or Publish Document.
- The changes will be displayed on the List of Policies table on the dashboard

☐ **Known Issue:**

- Render bulleted list in Text Field

☐ **To be supported:**

- Quick Actions (Export/Import/Publish Policy)
- Export/Import Policy
- For Approval Policies (component)
- View Policy (example: as PDF)
- Revision History

☐ **Limitations**

- Only 3 policies are currently uploaded

Revision #2

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