



ISO 27001 PROJECT PLAN

Classification: **Internal**

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Version	Approved By	Owner	Date Last Updated	Review Frequency	Next Review	Comments

Contents

Project Overview 1

Project Phases and Activities 2

Milestones 4

Comments 4

Project Overview

Project Name: ISO 27001 Certification
Project Manager: [Name]
Project Start Date: [Start Date]
Project End Date: [End Date]

Objective: To achieve ISO 27001 certification for the organisation's Information Security Management System (ISMS).

Project Phases and Activities

Phase	Activity	Description	Start Date	End Date	Responsible Party
1. Initiation	Project Kickoff Meeting	Launch the project with key stakeholders	[Date]	[Date]	Project Manager
	Define Scope and Objectives	Outline the scope and objectives of the ISMS	[Date]	[Date]	Project Manager
	Assign Project Team	Identify and assign team members	[Date]	[Date]	Project Manager
	Stakeholder Analysis	Identify and analyse stakeholders	[Date]	[Date]	Project Manager
2. ISMS Development	Perform Gap Analysis	Assess current state vs. ISO 27001 requirements	[Date]	[Date]	Internal Auditor
	Develop Risk Assessment and Treatment Methodology	Create a methodology for assessing and treating risks	[Date]	[Date]	ISMS Team
	Identify Assets and Risks	List assets and identify associated risks	[Date]	[Date]	ISMS Team
	Develop Risk Treatment Plans	Create plans to mitigate identified risks	[Date]	[Date]	ISMS Team
	Define ISMS Scope	Document the scope of the ISMS	[Date]	[Date]	Project Manager
	Develop Information Security Policies and Procedures	Draft policies and procedures	[Date]	[Date]	ISMS Team
	Establish Control Objectives and Controls	Define control objectives and implement controls	[Date]	[Date]	ISMS Team

	Documentation of Statement of Applicability (SoA)	Document the chosen controls and their applicability	[Date]	[Date]	ISMS Team
3. Implementation	Implement Controls	Implement the necessary controls	[Date]	[Date]	IT Security Team
	Conduct Training and Awareness Programs	Train staff and raise awareness	[Date]	[Date]	HR Department
	Communication Plan	Develop and execute a communication plan	[Date]	[Date]	Project Manager
	Monitor and Review Controls	Continuously monitor and review controls	[Date]	[Date]	IT Security Team
4. Internal Audit	Develop an Internal Audit Program	Create an internal audit schedule	[Date]	[Date]	Internal Auditor
	Conduct Internal Audits	Perform internal audits to assess compliance	[Date]	[Date]	Internal Auditor
	Report Audit Findings	Document and report findings	[Date]	[Date]	Internal Auditor
	Corrective Actions	Address non-conformities	[Date]	[Date]	ISMS Team
5. Management Review	Conduct Management Review Meetings	Review ISMS performance with management	[Date]	[Date]	ISMS Manager
	Update ISMS Documentation	Make necessary updates based on review outcomes	[Date]	[Date]	ISMS Manager
6. Certification Preparation	Select Certification Body	Choose an accredited certification body	[Date]	[Date]	Project Manager
	Pre-Audit Assessment	Conduct a pre-certification audit	[Date]	[Date]	External Auditor

	Address Pre-Audit Findings	Implement corrective actions from pre-audit	[Date]	[Date]	ISMS Team
7. Certification Audit	Certification Audit	Undergo the certification audit	[Date]	[Date]	Certification Body
	Address Audit Findings	Resolve any findings from the certification audit	[Date]	[Date]	ISMS Team
8. Post-Certification	Continuous Monitoring and Improvement	Ongoing monitoring and continuous improvement	[Date]	[Date]	ISMS Team
	Annual Surveillance Audits	Plan and conduct annual surveillance audits	[Date]	[Date]	Certification Body

Milestones

- **Project Kickoff:** [Date]
- **Completion of Gap Analysis:** [Date]
- **ISMS Scope Defined:** [Date]
- **Controls Implemented:** [Date]
- **Internal Audits Completed:** [Date]
- **Management Review Meeting:** [Date]
- **Certification Audit:** [Date]
- **ISO 27001 Certification Achieved:** [Date]

Comments

- [Any additional notes or comments regarding the project plan]

