

## ISE 640 Final Project Two Guidelines and Rubric

### Overview

Final Project Two is the creation of a memo to non-technical stakeholders. While these stakeholders will have access to the report you created, they are looking for your expertise in extracting the most salient information for their purposes. They are coordinating with the legal team on next steps for the company and the creation of a press release that will position this incident for the public.

In this assignment, you will demonstrate your mastery of the following course outcome:

- ISE-640-03: Demonstrate the use of appropriate reporting techniques in communicating the results of forensic investigations to non-expert stakeholders

### Prompt

Write an audience-appropriate internal memo to non-technical stakeholders to communicate findings of a forensic investigation (reported on in the technical report from Final Project One, submitted in **Module Nine**).

Specifically, you must address the **critical elements** listed below. Most of the critical elements align with a particular course outcome (shown in brackets).

Your memo should include:

- I. **Key Details:** Describe how the results from the forensic investigation assisted you with resolving the incident and identifying security impacts. [ISE-640-03]
- II. **Implications for Legal Action:** Describe the accuracy, validity, and defensibility of the investigative steps that were taken. [ISE-640-03]
- III. **Audience Appropriate:** Your entire internal memo should employ brevity and consumable language while presenting the necessary information. [ISE-640-03]

### Milestones

You have one milestone activity prior to the final submission of this memo. Additionally, several of the activities you have completed throughout the duration of this course will assist you in creating the memo. In particular, your notes from your non-graded investigative journal will be a valuable resource when formulating this memo to non-technical stakeholders.

Milestone Two: Memo Draft

In **Module Seven**, you will submit a complete draft of this memo. **This milestone will be graded with the Milestone Two Rubric.**

Final Submission: Memo to Non-Technical Stakeholders

In **Module Ten**, you will submit your final project. It should be a complete, polished artifact containing **all** of the critical elements of the final product. It should reflect the incorporation of feedback gained throughout the course. **This submission will be graded with the Final Project Two Rubric.**

### Final Project Two Rubric

**Guidelines for Submission:** Your memo must be 3–5 pages in length (plus a cover page and references) and must be written in APA format. Use double-spacing, 12-point Times New Roman font, and one-inch margins. Include at least three references cited in APA format.

Critical Elements	Exemplary	Proficient	Needs Improvement	Not Evident	Value
<b>Key Details</b> [ISE-640-03]	Meets “Proficient” criteria and addresses critical element in an exceptionally insightful, sophisticated, or creative manner (100%)	Describes how the results from the forensic investigation assisted with resolving the incident and identifying security impacts (90%)	Addresses “Proficient” criteria, but there are gaps in clarity, logic, or detail (70%)	Does not address critical element, or response is irrelevant (0%)	30
<b>Implications for Legal Action</b> [ISE-640-03]	Meets “Proficient” criteria and addresses critical element in an exceptionally insightful, sophisticated, or creative manner (100%)	Describes the accuracy, validity, and defensibility of the investigative steps that were taken (90%)	Addresses “Proficient” criteria, but there are gaps in clarity, logic, or detail (70%)	Does not address critical element, or response is irrelevant (0%)	30
<b>Audience Appropriate</b> [ISE-640-03]		Employs brevity and consumable language while presenting the necessary information (100%)	Does not consistently employ brevity and consumable language while presenting the necessary information (70%)	Does not address critical element, or response is irrelevant (0%)	30
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, and organization and is presented in a professional and easy-to-read format (100%)	Submission has no major errors related to citations, grammar, spelling, or organization (90%)	Submission has some errors related to citations, grammar, spelling, or organization that negatively impact readability and articulation of main ideas (70%)	Submission has critical errors related to citations, grammar, spelling, or organization that prevent understanding of ideas (0%)	10
<b>Total</b>					<b>100%</b>