A. Introduction of ACEC Indiana
B. Introduction of Facilitator, Jason Leveson, Somerset CPAs

TOPICS FOR DISCUSSION

A. IT Strategy
   a. Labor, utilization and profitability—IT Department looking for systems that improve this for the firm
   b. Always on, never down—look for strategies to implement new systems in non-working hours
   c. Vendors “pushing” IT departments to the cloud
      i. Concerning because if the cloud is down, labor stops
      ii. Consider “multi-cloud” system?
   d. Measure open and closed tickets and resolution time

B. Cybersecurity
   a. Security Awareness Training, Assessments, Audits
      i. KnowBe4, Wombat, Phish Me
      ii. Consider customizing set up for real-world scenarios
      iii. Tailor training content to change behavior
      iv. Policy for employee awareness and company protection of cybersecurity
      v. Develop protocol for how employees respond to scam e-mails
      vi. Add header for external e-mails or “suspicious impersonation” e-mails in Office 365
      vii. Somerset’s tabletop exercise—to come
   b. Liability Insurance Coverage
      i. Vetted, annual review, work with insurance providers
      ii. Ensure that additional cyber policies are included in your firm’s incident response plans
      iii. Ensure that employee induced attacks and “acts of war” are covered
   c. Data Breach Notification Act & Other Legislation
   d. Experience with considerable spam/phishing increase when switching from GSuite to Office 365?
   e. Cybersecurity Experts or Tools
      i. TeknaByte Consulting Group, Threatlocker or ProofPoint

C. Business Continuity / Disaster Recovery
   a. Develop backup strategy, test it and secure it
   b. Backup tools
i. Rapid Recovery, Shadow Protect, Beacon?

c. Backup physical kept off-site, as an “old school” approach

d. Mimic a day wherein systems are down as a test day?

e. Develop a communication plan/ call list for communicating to attorney, insurance providers, employees, clients, media etc.

D. Cloud Strategy

a. Approach/ What Makes Sense to Add to Cloud/ ROI

E. Data Storing and Sharing Policies

a. Citrix to manage design files

i. Reduce “server sprawl”

ii. Maintain business continuity and DR effectively and to scale

iii. Rather than pushing data files, push graphics

b. Some firms store design files on local servers

c. Contractors asking for electronic files to aid them in project completion

F. Emerging/Disruptive Technology

a. High-Performance Workstation: CAD, BIM, GIS, Laser Scanning

G. Personal vs. Company-provided Devices

a. Millennials don’t want their personal information to be part of the company’s—way to get around that, offer employees stipends for phone usage

b. Some firms give employee the option to have company phone in addition to their personal phone

c. Regardless of who owns the phone, need a profile for “wiping phone” in case worst case scenario happens and you need to remove contacts or company specific apps etc.

H. SaaS Strategy

a. Policy/ Software Subscription Management Plan

b. Audit to Track Spend

I. Open Discussion

a. Get better at marketing what the IT department is doing

ACEC Indiana approves the course this program as a legitimate source of 2 PDHs. This course proved to be an orderly process of instruction, which was approved by ACEC Indiana, an approved provider according to IC 25-1-4-0.2, and designed to directly enhance a professional engineer’s knowledge and skill in providing services relevant to the practice of engineering. Please retain this document for your continuing education records.