

Outline GDPR Project Plan by Sue Milton

MONTH	FOCUS	ACTIONS
December '18	<ul style="list-style-type: none"> Data Mapping Benchmarking GDPR requirements Training 	Data mapping: <ul style="list-style-type: none"> In house Cloud storage Other 3rd parties Contracts supporting storage and access arrangements
		Benchmark compliance with the DPA 1998 if in the UK or equivalents in other EU jurisdictions: <ul style="list-style-type: none"> Access rights Rights, roles and responsibilities of the data subject and the data controller Data subject searches. Data privacy, security and retention
		Comprehend GDPR requirements. <ul style="list-style-type: none"> Legal opinion GDPR and EU28 variations White listing Appoint the data controller Contact the relevant supervisory authorities
		Training <ul style="list-style-type: none"> Design Board Identify key roles that process EU nationals' data
January '18	<ul style="list-style-type: none"> Process and Systems Training 	Recap on: <ul style="list-style-type: none"> Progress GDPR updates and national interpretations Supply chain and 3rd party developments
		Business process and IT systems review: <ul style="list-style-type: none"> What is in and outside of GDPR scope Where and when EU nationals' data is accessed, processed and stored IT infrastructure Creating and managing alerts Data subject searches Data subject erasure
		Design business process and IT system changes: <ul style="list-style-type: none"> Document requirements and solutions Include security and privacy Create test plan on 'use case' and 'misuse' case Review and refine housekeeping tasks
		Training: <ul style="list-style-type: none"> Refine design Key roles
February '18	<ul style="list-style-type: none"> Testing Quality assurance Training 	Recap on: <ul style="list-style-type: none"> Progress GDPR updates and national interpretations Supply chain and 3rd party developments Internal understanding
		Implementation <ul style="list-style-type: none"> Changes Documentation Quality assurance
		Testing <ul style="list-style-type: none"> Test Check results Deal with errors Manage and resolve queries Refine test plan Create a Regression Pack
		Training: <ul style="list-style-type: none"> Refine design Staff and management roles
March '18	<ul style="list-style-type: none"> Communications Breach management 	Recap on: <ul style="list-style-type: none"> Progress Updates in GDPR and national interpretations Supply chain and 3rd party developments Internal understanding
		Design: <ul style="list-style-type: none"> Communications processes Breach management
		Implementation: <ul style="list-style-type: none"> Communications Breach management
		Testing: <ul style="list-style-type: none"> As for February Start business process tests
April '18	<ul style="list-style-type: none"> Communications Crisis management Cutover 	Recap on: <ul style="list-style-type: none"> Progress GDPR updates and national interpretations Supply chain and 3rd party developments Internal understanding
		Design: <ul style="list-style-type: none"> Crisis management approach Cutover
		Implementation: <ul style="list-style-type: none"> Communications Breach and crisis management Housekeeping tasks Cutover
		Test: <ul style="list-style-type: none"> Communications Breach management Crisis management Cutover
May '18	<ul style="list-style-type: none"> Cutover 	Final actions: <ul style="list-style-type: none"> Cutover Review Project sign-off Ongoing monitoring and looking ahead