**Roles and Responsibilities**

|  |  |
| --- | --- |
| **Role** | **Name** |
| Application Owner |  |
| InfoSec Representative |  |
| IDM Representative |  |

The Application Owner responsibilities include:

* Serving as the primary point of contact for all SSO integration work for the application
* Testing in the development, staging, and production environments during implementation
* Testing after SSO maintenance windows when other apps are added and when EITS implements other changes
* Providing sign-off that testing is successful during activities outlined in the two bullets above.
* Liaising with the any third-party vendors involved in the SSO integration
* Updating EITS when there are any changes to ownership or when the app is decommissioned

Information Security Representative responsibilities include:

* Conducting a security review of the SSO Integration Request prior to the start of any implementation tasks
* Conducting penetration testing in the development, staging, and production environments during implementation
* Providing sign-off that the application meets security requirements in the development, staging, and production environments during implementation

IDM Representative responsibilities include:

* Provisioning test accounts as requested by the application owner in the SSO Integration Request
* Providing support to application owners to integrate SSO in development, staging, and production environments during implementation

**Project Plan**

*Typical project duration is 30 business days or 6 weeks. Should application and/or penetration testing indicate that changes are needed, this timeframe may increase.*

*Progression through this timeline is dependent upon Application Owner sign-off for each instance.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Name** | **Assigned to** | **Duration** | **Start** | **Finish** |
| Submissions from App Owner (2 tasks) | App Owner | 1 day |  |  |
| UGA SSO Integration Request\* |  |  |  |  |
| Request Test Accounts\* |  |  |  |  |
| Conduct security review, provide feedback to app owner\* | InfoSec | 3 days |  |  |
| Review SSO Integration Request | IDM | 3 days |  |  |
| Set up test accounts in development environment | IDM | 1 day |  |  |
| Set up app in development environment  | IDM, App Owner | 5 days |  |  |
| Test app in development environment | App Owner | 5 days |  |  |
| Sign-off on development environment\* | App Owner | 1 day |  |  |
| Penetration testing in development environment\* | InfoSec | 5 days |  |  |
| Set up test accounts in staging environment | IDM | 1 day |  |  |
| Set up app in staging environment | IDM, App Owner | 3 days |  |  |
| Test app in staging environment | App Owner | 3 days |  |  |
| Sign-off on staging environment\* | App Owner | 1 day |  |  |
| Penetration testing of production application (without prod SSO)\* | InfoSec | 3 days |  |  |
| Select move-to-production date based on maintenance windows | IDM, App Owner | 1 day |  |  |
| SSO Integration Move-to-Production Tasks (4 total) |  | 1 day |  |  |
| Deploy SSO integration to production | IDM |  |  |  |
| Add App Owner to master SSO list and listservs | IDM |  |  |  |
| Test SSO integration in production | App Owner |  |  |  |
| Sign-off on production environment\* | App Owner |  |  |  |

\*= Tasks with an asterisk are considered milestones that must be achieved to move to the next step.