ISO 270002 Audit of Dayton Facilities

RK (MS in Analytics) <rnimma1@tigers.lsu.edu>   Tue, Jul 30, 2013 at 10:44 AM
To: kcampbel@cba.ua.edu

Hi Ms. Petersen,

As discussed, I am sending you an email about the status of Physical entry controls (Standard 9.1.2) of Dayton facilities that were mentioned in the previous audit given by you. Also, I would like to let you know that I have used Checklist Audit tool for recording the findings.

Items Fully Implemented from Security Deficiency Perspective and covered in the last audit report.

Outside Campus

1.   Eight foot fence topped with barbed wire around the back of the building.

2.   Security lighting around the entire property.

3.   Installation of motion sensors around the perimeter of the building to detect anyone breaching the fence.

4.   Three doors controlled by key cards, One front door always monitored by Front desk receptionist, who also gives visitors access to the building for people who do not have key cards and one door at the rear end, which controls the access using a key card reader and last door for a data center, which requires a temporary key card for accessing the data center more than once.

5. Identity management in place

Items Fully Implemented from Security Deficiency Perspective and not covered in the last audit report.

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      Inside Campus

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1. Backup tapes are on shelves and they are not secured.

We can talk about these things in detail. Please let me know if you have any questions.

Thanks,

Ram.

Business Document Rubric

Your Name: Nimmakalaya, Ram   **Document Rated:** Diagnostic Workshop Scenario   **Audience:** Ms. Petersen (boss)
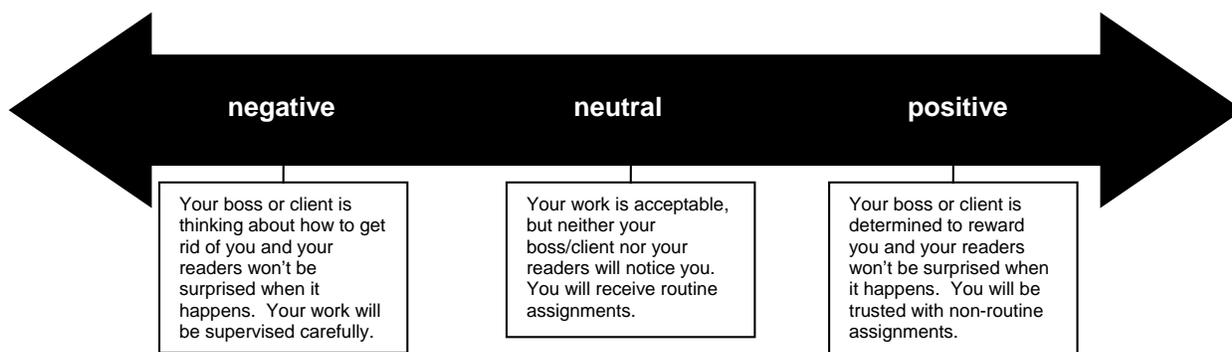
Overall Comments: Your strengths and weaknesses on this email to your boss were not very similar to those I identified based on your first look-back report. In this document, your style fluctuates between business-like and too informal. I recommend you follow the links to the video tutorials listed in the form below.

	Lack of Audience Focus ←-------------------------→ Clear Audience Focus			For Future Improvement	
	Not Mailable	**Mailable**	**Proud to Mail**	**Follow Link to Access Assigned Pros Write Tutorial**	**Comments**
Content	Purpose not clear or inappropriate. Information inadequate or inaccurate. Graphics are unclear or not integrated into document. Not memorable.	Information is accurate and understandable. Sometimes relevant and appropriate to audience. Graphics are relevant to content.	Information is clearly relevant to audience. Excellent details. Graphics integrated into document with labels and captions. Memorable.	Informative Prose Persuasive Prose Graphics	I'm not sure you understood the details in the scenario. The previous audit suggested the need to secure back-up tapes.
Organization & Design	Inefficient. Bottom line hard to find. Logical connections unclear. Inadequate chunking of information. Poor flow. Unattractive, unprofessional design. Inadequate layout, headings, white space or font choices for information.	Bottom line of document appears in first few sentences. Some appropriate chunking of information. Good flow. Bottom line of sections or paragraphs not always clear. Adequate design. Some good use of layout, headings, white space, etc.	Efficient. Bottom line for document and for individual sections or paragraphs easy to find. Small chunks of information with clear logical connections and good flow. Attractive, professional design. Layout, headings, white space and font choices greatly enhance purpose and content of document.	Bottom Line Paragraph Unity Cohesion Transitions Format	How would you state the bottom line of this document? Use of headings make a significant difference in the ability to scan or skim your report for needed information. But bottom line message is not stated explicitly at the beginning. See http://proswrite.com/2012/07/03/the-video-tutorial-on-bottom-line-placement/.
Style	Academic, impersonal (e.g., lots of passive and hedges, long & complex sentences, no names or personal pronouns) or unprofessional (e.g., lots of slang or sloppiness).	Limited passive, hedges, long/complex sentences, etc.	Business, conversational, powerful (e.g., short sentences, imperatives, active voice, names, personal pronouns, contractions, and hedges only sensitive information).	Conciseness Parallel Structure Active/Passive Word Choice Tone	Your style is sometimes business-like. Lack of parallelism among numbered list items gives an impression of sloppiness See http://proswrite.com/2012/07/06/the-video-tutorial-on-parallel-structure/
Mechanics (negative effect only)	Run-on sentences, comma splices, subject-verb disagreement, typos/misspellings undermine authority of writer. No page numbers. Doesn't follow directions.	None of the items listed at left.		Punctuation Subject-Verb Agreement	Item #4 is written in a series of phrases or clauses without appropriate punctuation. This gives the impression of sloppiness. If you're not sure what I'm talking about see http://proswrite.com/2012/08/05/the-video-tutorial-on-punctuation/.

Explanation of Standards Based on Workplace Audience Focus in Document

Your performance was judged based on the kind of attention you are likely to get from a workplace audience. Remember that, unlike teachers (who are obligated to read their students' documents thoughtfully), workplace readers actually read the same way writers do — by skimming and scanning for what they need.

Workplace judgments about documents are normally holistic, meaning you and your performance are judged as a whole rather than in parts. Holistic judgments are based on the perceptions of individuals. For simplicity, we assume three categories of audience judgments or attention (negative, neutral, and positive) as shown on the scale below:

negative	neutral	positive
Your boss or client is thinking about how to get rid of you and your readers won't be surprised when it happens. Your work will be supervised carefully.	Your work is acceptable, but neither your boss/client nor your readers will notice you. You will receive routine assignments.	Your boss or client is determined to reward you and your readers won't be surprised when it happens. You will be trusted with non-routine assignments.

Using workplace standards means that any performance associated with **negative attention** from your audience is deemed not mailable as is. Any performance associated with **neutral attention** from your audience is deemed mailable. Any performance associated with **positive attention** from your audience is deemed proud to mail.

Because writers require detailed feedback rather than simply holistic judgments of quality in order to improve the quality of their performances, this rubric offers ratings of specific elements of communication behavior (e.g., content, organization, style, etc.). While such ratings reflect the rater's holistic judgment, **they cannot be summed to determine your overall performance quality** because a single behavior can result in negative attention (e.g., misspelling your reader's name on an email is likely to result in a judgment that a document is not mailable as is—regardless of how marvelous the content and organization). Instead, these rubric ratings tell you about your strengths and weaknesses so that you can work to improve areas of weakness and be more likely to receive positive attention from workplace audiences in the future.