Information Security Basics Design Document

Business Purpose	This microlearning video aims to educate employees and stakeholders about the fundamental concepts of information security and privacy. By understanding the objectives of information security and the principles of confidentiality, integrity, and availability, individuals can better address potential and real security threats. By doing so, the organization can create a secure environment that safeguards valuable information, preserves the reputation and trust of the business, and supports compliance with relevant legal and regulatory frameworks.
Target Audience	Employees who are new to the company or have been working with the company and completed this video over a year ago.
Training Time	3-4 minute microlearning video.
Training Recommendation	Employees should receive this eLearning training yearly to protect and manage the confidentiality, integrity, and availability of information and information systems within the company. The training will be provided to the employees through either the company's learning management system or through a training link sent through email.
Deliverables	● 1 microlearning video, developed in Vyond.
Learning Objectives	By the end of the training, the learners will be able to… ● Identify the purpose of information security ● Define how the principles of confidentiality, integrity, and availability can help you address potential and real security threats.
Training Outline	● Introduction ● Objectives ● Controlled Unclassified Information (CUI) ● Personally Identifiable Information (PII) ● Sensitive Personally Identifiable Information (SPII) ● The importance of information security and privacy ● Summary
Assessment Plan	No assessment needed at this time.