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D3.1 Brainstorming Requirements Analysis

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0 Table Of Contents

0	Table Of Contents	2
1	Document Control	3
1.1	Abstract	3
1.2	Keywords	3
2	Management Overview	4
2.1	Executive Summary.....	4
2.2	Scope Statement	4
3	Introduction and Glossary	5
3.1	Glossary	5
4	WP3 Objectives.....	6
5	Framework of the brainstorming meetings	7
6	Methodology.....	8
7	Agenda	9
7.1	First brainstorming meeting (24/04/2002).....	9
7.2	AQL training on security guidelines (21/05/2002)	9
7.3	Second brainstorming meeting (22/05/2002)	9
7.4	Third brainstorming meeting (04/06/2002)	9
8	Annexes	10
8.1	Annexe A – Brown Paper	10
8.2	Annexe B – Use of the AQL security guidelines to determine WP3 requirements	11
8.3	Annexe C – Matrix (Businesses, Services).....	12
8.4	Annexe D – B’s & C’s (Benefits & Concerns)	13

1 Document Control

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1.1 Abstract

The purpose of the deliverable D3.1 is to provide the framework of the Work Package 3 (WP3) dealing with the business, legal and security requirements.

This document lists all meeting dates and deadlines for deliverables in WP3. This document gives an overview of the content of the WP3 meetings and describes the tools, techniques and methodologies which will be used.

1.2 Keywords

EUPKI EUPKI, the libre software Public Key Infrastructure (project name)
WP3 Work Package 3
WP4 Work Package 4
D3.1 Reference to the deliverable 'D3.1 Brainstorming Requirements Analysis'
CGE&Y Cap Gemini Ernst & Young

2 Management Overview

2.1 Executive Summary

This document provides the framework of the WP3 dealing with the business, legal and security requirements. The outputs of WP3 are merged into a single document, the draft D3.5, which will be submitted to all members of the consortium for approval. The final version of the draft will be referred to as the deliverable D3.6 and will contain all requirements of the EUPKI project which will be the inputs of the Work Package 4.

2.2 Scope Statement

The scope of the document is to provide a guide to all members of the consortium to describe the framework of the brainstorming meetings which will determine the WP3 requirements for the EUPKI project.

This documents refers to the following external documents :

Reference	Document
WP3_2.ppt	Kick-Off meeting - WP3 Requirements

3 Introduction and Glossary

This document is a guide to all members of the consortium to describe the framework of the brainstorming meetings which will determine the WP3 requirements for the EUPKI project.

This document is structured as follows :

- §4 – WP3 Objectives
 - summary : the two main objectives of WP3
- §5 – Framework of the brainstorming meetings
 - summary : dates and scope of the three brainstorming meetings
- §6 – Methodology
 - summary : description of the methodology used to determine the WP3 requirements, including the way brainstorming meetings are conducted
- §7 – Agenda
 - summary : agenda of the three brainstorming meetings and of the AQL security guidelines training
- §8 – Annexes
 - summary : annexe A : the *Brown Paper* technique
annexe B : use of the AQL security guidelines to determine the WP3 requirements
annexe C : Matrix (Businesses, Services)
annexe D : B's & C's (Benefits & Concerns)

3.1 Glossary

EUPKI	EUPKI, the libre software Public Key Infrastructure (project name)
WP3	Work Package 3
WP4	Work Package 4
D3.1	Reference to the deliverable 'D3.1 Brainstorming Requirements Analysis'
CGE&Y	Cap Gemini Ernst & Young

4 WP3 Objectives

The objectives of the Work Package 3 are the following ones :

- Determination of the business perimeter
- Determination of the security and legal requirements

5 Framework of the brainstorming meetings

Three brainstorming meetings are planned to be held in Paris :

- 24/04/2002 : First brainstorming meeting
 - Determination of the business perimeter
- 22/05/2002 : Second brainstorming meeting
 - Determination of the security and legal requirements – Part I
- 04/06/2002 : Third brainstorming meeting
 - Determination of the security and legal requirements – Part II

6 Methodology

The *Brown Paper* technique will be widely used during brainstorming sessions in WP3. This *Brown Paper* technique is described in Annexe A.

The security guidelines provided by AQL for WP8 will also be used in Work Package 3 to determine the security requirements (see Annexe B). AQL will give a training on these security guidelines to all participants of the WP3 on 21/05/2002.

Meeting reports will be produced after each brainstorming meeting and will be distributed to all members of the consortium. These meeting reports (D3.2, D3.3, D3.4) will be used to produce the draft D3.5. The draft will be compliant with the AQL security guidelines.

7 Agenda

7.1 First brainstorming meeting (24/04/2002)

9.30 Determination of the business scope (Brown Paper)
Determination of the corresponding services (Brown Paper)
Build of the following matrix : (Businesses, Services) – described in Annexe C.

13.00 Lunch

14.00 Determination of legal issues (Brown Paper)
Determination of security requirements (Brown Paper)
Completion of the matrix (Businesses, Services)
B's & C's (Benefits & Concerns) – described in Annexe D.

17.30 End of meeting

For the next two brainstorming meetings, the group of participants may be divided into smaller groups dealing with similar businesses, depending on the number of elements of the matrix (Businesses, Services). If so, these smaller groups will be determined before the end of the first brainstorming meeting.

7.2 AQL training on security guidelines (21/05/2002)

The training on security guidelines will be performed by AQL. AQL will tailor this training session to the needs of the participants.

The training session starts at 10.00 and ends at 17.30.

7.3 Second brainstorming meeting (22/05/2002)

9.30 – 17.30

Use of the AQL security guidelines to determine the security requirements for each element of the matrix (Businesses, Services)
Completion of the matrix (Businesses, Services)
B's & C's

7.4 Third brainstorming meeting (04/06/2002)

9.30 Use of the AQL security guidelines to determine the security requirements for each element of the matrix (Businesses, Services)
Completion of the matrix (Businesses, Services)

13.00 Lunch

14.00 Consolidation of the results provided by all smaller groups
Validation of the final version of the matrix (Businesses, Services) including the security and legal issues
B's & C's

17.30 End of meeting

8 Annexes

8.1 Annexe A – Brown Paper

The Brown Paper is a technique which is widely used in Cap Gemini Ernst & Young. The Brown Paper can help any team to collect its ideas and topically organise its thoughts. It is a kind of device for reducing topics and grouping ideas. The Brown Paper allows team members to contribute and explain their individual ideas.

A typical Brown Paper session could be :

- The facilitator first writes down the session ground rules on a flip chart sheet :
 - all ideas are good ideas; no ideas are bad,
 - no exocets/hand grenade,
 - one meeting – no side conversations,
 - everyone participates,
 - keep to the time contract.
- Each team member is given some post-its (different colours might be used depending on the number of group elements to be achieved).
- Working individually participants fill in the post-its then stick them on the Brown Paper, which is a large piece of brown paper covering the surface of one of the walls of the meeting room.
- When the flow of contributions slows or when the time is up, the facilitator encourages the team to group the post-its, either against criteria set by the team, or against the criteria set by the resources themselves.
- The facilitator helps the team to analyse the results which have just been produced and might then re-group the post-its if needed.
- The facilitator and the team agree on the results, that can be used for further analysis or as the subject of a new Brown Paper.

8.2 Annexe B – Use of the AQL security guidelines to determine WP3 requirements

The security guidelines provided by the AQL training contribute to the determination of the WP3 requirements.

The use of these security guidelines facilitates the determination of the security functions, which can be achieved in the following steps :

- step 1 : Identification of the assets (or potential targets)
- step 2 : Attribute some security objectives to each of these assets
 - A Availability
 - I Integrity
 - C Confidentiality
 - E Evidence
- step 3 : Identification of the potential threats to the security objectives
- step 4 : Evaluation of
 - the impact of any potential threat to the security objectives
 - the probability of occurrence of such potential threats
- step 5 : Deduction of the level of risk of each potential threat
- step 6 : Selection of the identified threats to be processed
- step 7 : Change of viewpoint : from selected threats to security needs
- step 8 : Transformation of the security needs into some security functions

8.3 Annexe C – Matrix (Businesses, Services)

The matrix (Businesses, Services) is a bidimensional representation of the security services (e.g. how to secure e-voting, how to secure on-line subscription, etc.) for each business (e.g. National Health Service, Telco, Banking, etc.). The various businesses can be displayed in columns while the security services can be displayed in lines. This matrix can be used to determine the security functions in each cell of the matrix.

8.4 Annexe D – B's & C's (Benefits & Concerns)

The expression *B's & C's* stands for Benefits & Concerns. It is a CGE&Y tool whose use is rather straightforward : at the end of any meeting, the audience is asked to first list the benefits of the meeting then to list the concerns of the meeting.

The reason why benefits are listed before any concern is the result of a constructive approach; therefore concerns can be considered as areas of improvement. At the very beginning of the meeting, participants may be asked to list their own objectives about the meeting so that they might be part of the benefits when achieved at the end of the meeting.