

Security Change Brief

One source of truth: write it once, keep it in Trygg, link to it everywhere.

CHANGE

BRIEF OWNER

VERSION & DATE

TRYGG LINK

THE MESSAGE

01 What is changing

CI. 6.3

One or two sentences anyone could repeat.

02 Why now

CI. 5.1

The risk or requirement in plain words, from the sponsor.

03 Who it affects, and how

CI. 7.3

The roles affected, and what each will do differently.

04 What is not changing

CI. 7.4

Say it plainly. It stops rumors before they start.

05 Key dates

CI. 6.3

When people hear about it, and when it applies.

ANNOUNCED

IN EFFECT

DEADLINE

06 Questions go to

CI. 7.4

One place for questions. Answers are added to this brief.

CASCADE RULES FOR EVERY LEADER

CI. 7.5

Link, don't retell. Share this brief as written. Add only what it means for your team.

Send questions back. They go to the owner, and each answer is added here for everyone.

Quote the version. Say "v1.2" when you share it, so everyone knows they have the latest.

Only the owner edits. Every change gets a new version number and date in Trygg.

SPONSOR APPROVAL

DATE

LEADERS BRIEFED BY

NEXT REVIEW