

# MILESTONE

*Providing Stepping Stones  
Along the Path to Success*



A WOMAN-OWNED  
SMALL BUSINESS

CYBERSECURITY IN  
PROJECTS: PROTECTING  
YOUR DATA, TEAMS, AND  
REPUTATION

Project managers spend most of their energy on scope, schedule, and budget — but a single security gap can undo months of careful planning in minutes. As projects grow more digital and distributed, cybersecurity has become a core project management responsibility, not just an IT concern.

### **Why It Belongs on Your Risk Register**

Every project generates sensitive data: client contracts, financial models, proprietary designs, and employee records. When that data lives across shared drives, email threads, and third-party tools, the attack surface expands with every new vendor or team member added to the project. A breach doesn't just cost money — it costs client trust, contractual standing, and sometimes the project itself. Treating cybersecurity as a standard risk category, alongside scope creep and resource shortages, keeps it visible rather than forgotten until something goes wrong.

### **Build Security Into the Plan, Not Around It**

The strongest defense is designed early. During initiation and planning, ask who needs access to what, and for how long. Over-provisioned access — team members retaining permissions long after their tasks are complete — is one of the most common and preventable vulnerabilities in project environments. A simple access review at each phase gate closes that gap without adding much overhead.

### **Your Team Is the First Line of Defense**

Most breaches don't start with a sophisticated hack — they start with a convincing email. Phishing attempts targeting project teams often impersonate vendors, sponsors, or executives, requesting urgent wire transfers or access to files. Brief, recurring awareness reminders — not a once-a-year training session — keep this top of mind. Encourage a culture where pausing to verify an unusual request is seen as good judgment, not an inconvenience.

### **Protect the Tools You Depend On**

Project management software, file-sharing platforms, and communication tools are only as secure as their configurations. Multi-factor authentication, regular permission audits, and vetting third-party integrations before adoption are inexpensive habits that prevent expensive incidents. If your organization works with subcontractors or vendors, extend these expectations contractually — their weak link can become yours.

### **When Something Goes Wrong**

Even well-defended projects can be targeted. Having an incident response plan — who gets notified, how communication is handled, what data is affected — turns a chaotic scramble into a controlled response. Clients and stakeholders remember how a crisis was handled almost as much as whether one occurred.

### **The Takeaway**

Cybersecurity isn't a separate discipline bolted onto project management — it's a natural extension of risk management, stakeholder trust, and quality delivery. Projects that build security into their DNA protect more than data; they protect the reputation that the whole team worked hard to earn.

## **UPCOMING FREE WEBINAR**

## **CYBERSECURITY IN PROJECTS: PROTECTING YOUR DATA, TEAMS, AND REPUTATION**

**FRIDAY, SEPTEMBER 11**

**10:00 - 11:00 AM CST**

**1 PDU**

**TO REGISTER, GO TO**

**[www.themathisgroup.  
com/webinars](http://www.themathisgroup.com/webinars)**



**SATISFIED CLIENT  
OF THIS COURSE**

**STATE OF KANSAS**

# MASTERING THE INTERVIEW AND GATHERING OF PROJECT REQUIREMENTS - 2 DAY

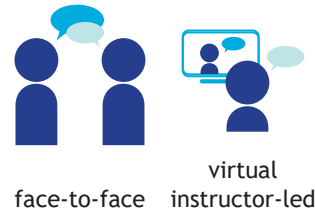
*PDU's - 13*

## *PMI's Talent Triangle Breakdown*

Ways of Working - 10.75

Power Skills - 0.25

Business Acumen - 2.00



**Course Description:** This two-day course will focus on gathering detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze information and expedite the customer's goals, objectives, and outcomes. Participants will understand how to move beyond gathering basic or surface-level requirements discussed by the customer to those that are detailed, measurable, and needed for project success. This course will follow one or more of the Project Management Institute's knowledge areas of the *PMBOK® Guide*.

## Course Objectives:

### **Objective 1: Explore the requirements gathering process**

- Understand the iterative and incremental development of requirements
- Discuss the evolution of requirements

### **Objective 2: Scope the problem, goals, or objectives**

- Define problems the project will remove
- Set the goals the project will achieve
- Define the objectives the project will meet
- Explore how much analysis should be used

### **Objective 3: Understand and document the real problem**

- Explore and define symptoms
- Explore how to conduct a root cause analysis

### **Objective 4: Document the different types of requirements**

- Discuss input and output requirements
- Discuss reliability requirements
- Analyze performance requirements
- Explore the safety and environmental requirements
- Define accessibility requirements

### **Objective 5: Evaluate the process or processes that will be affected**

- Map the present process being followed
- Map the desired process when a project is completed
- Discuss changes and their impact on the culture

### **Objective 6: Convert project objectives to scope deliverables**

- Discuss the outcomes
- Explore the metrics to be measured

### **Objective 7: Detail functional requirements**

- Define functional requirements
- Discuss organizational capabilities that the system will support
- Explore behaviors or operations in which the system will act or respond

### **Objective 8: Detail non-functional requirements**

- Define non-functional requirements
- Discuss how non-functional requirements are similar to constraints
- Explore how non-functional requirements stipulate a physical or performance characteristic

### **Objective 9: Detail conditional requirements**

- Define when to use an alternative set of requirements

### **Objective 10: Develop a WBS from the project objectives**

- Create a WBS with work packages
- Estimate cost using work packages
- Detail a WBS

### **Objective 11: Explore requirements associated with quality**

- Find missing requirements
- Prioritize the requirements

### **Objective 12: Communicate project requirements**

- Communicate project requirements to the stakeholders
- Communicate project requirements to the customer
- Communicate project requirements to the team

### **Objective 13: Understand auditing project requirements**

- Understand internal audits
- Understand external audits



A WOMAN-OWNED SMALL BUSINESS (WOSB)



*Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.*

**DR. KEITH MATHIS, PMP, PMI-ACP, CSP-SM, CSP-PO**  
**WANDA MATHIS, M.ED. PMI-ACP**

## **PROJECT MANAGEMENT TRAINING**

**OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI**

**PRESENTATIONS THAT EDUCATE, MOTIVATE, AND INSPIRE**

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

**PROJECT MANAGEMENT  
MARKETING  
MOTIVATION  
ORGANIZATIONAL BEHAVIOR  
LEADERSHIP  
CUSTOMER SERVICE**

### **COMPANY MANDATE**

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

### **VALUES STATEMENT**

Every person has worth and should be treated with respect.

### **AREAS OF EXPERTISE**

- Curriculum Design
- Project Management
- Organizational Behavior and Development
  - Management
- Agile Project Management
  - Strategic Planning
  - Executive Coaching
    - Performance
    - Team Building
- Emotional Intelligence
  - Leadership
  - Customer Service
  - Supervisory Leadership
  - Hybrid Project Management

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# 2026 WEBINARS

## **AUGUST 7 - BUILDING RESILIENT PROJECTS:**

**Thriving in Times of Disruption**

## **SEPTEMBER 11 - CYBERSECURITY IN PROJECTS:**

**Protecting Your Data, Teams, and Reputation**

## **OCTOBER 16 - BEYOND MILLENNIALS:**

**Leading Multi-Generational Project Teams for Impact**

## **NOVEMBER 13 - LEADING HYBRID TEAMS:**

**Aligning, Adapting, and Delivering Results**

## **DECEMBER 4 - LEADING STRATEGIC RISK:**

**Preparing Today for Tomorrow's Disruptions**

We know that it can be hard to schedule continuing education for your team. We offer free monthly webinars that can be watched as an individual or a group. This 1-hour of training can be used to hone skills that your team needs. We include a Webinar + Notes with discussion questions to guide your group to learn from each other. If you can't make it to the live session, a replay link will be sent out.

Register for our 2026 webinars today at [www.themathisgroup.com/webinars](http://www.themathisgroup.com/webinars)

# 2026 PMP® EXAM PREP BOOT CAMPS

**OCTOBER 5-8  
DECEMBER 7-10**

Don't fear the PMP® exam certification test any longer! This fast-paced boot camp prepares each participant with all the core competencies to pass the PMP® exam the first time while providing you with 35 contact hours. Using PMI's study material aids students by providing the exact content that will be on the exam.

For more information and to register, go to [www.themathisgroup.com/bootcamps](http://www.themathisgroup.com/bootcamps)