
Report for On-Site Examination of Dayton, OH Data Center

Jansey Comeaux

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To: kcampbel@cba.ua.edu

Tue, Jul 30, 2013 at 10:54

AM

Ms. Peterson,

Summary: The situation at the Dayton, OH data center should not be evaluated as a security deficiency. All previously noted deficiencies have been addressed with the exception of the security of backup tapes.

Exterior Security: There is security lighting around the entire property. An eight foot fence topped with barbed wire encloses the back of the building. Motion sensors have been installed around the building.

Building Access: The building has three exterior doors that remained locked and are controlled by key cards. Only the front door is unlocked during business hours and access is controlled by a receptionist.

Interior Security: There is a single access door to the data center which is controlled by key card. Temporary key cards are issued to visitors requiring access to the data center multiple times. A sign has been added designating the data center as a secure area. Rack switches have been installed to record and limit access to the servers. Backup tapes continue to be stored on unsecured shelves inside the secure data center.

Access Authorization: Identity management data is stored with password

protection. Authorization has been automated with Courion software.

Respectfully,

Jansey Comeaux

Information Systems Security Analyst

Audit & Compliance, LexisNexis

Business Document Rubric

Your Name: Comeaux, Jansey

Document Rated: Diagnostic Workshop Scenario

Audience: Ms. Petersen (boss)

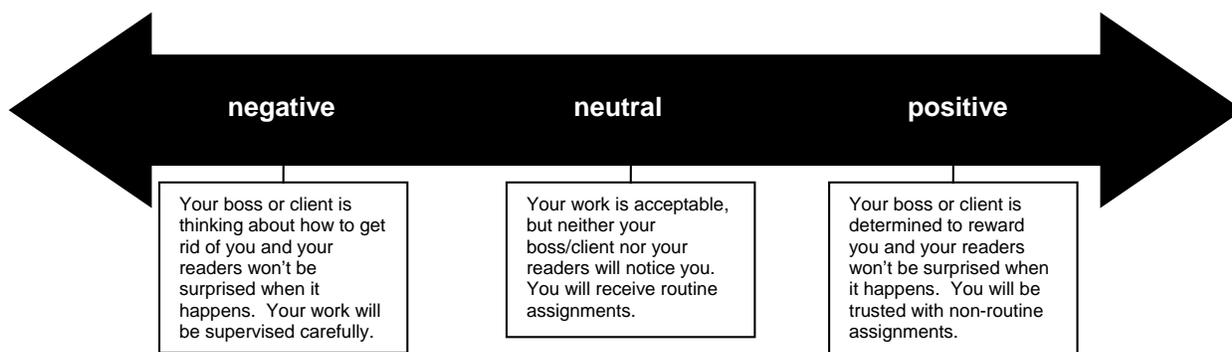
Overall Comments: Your strengths and weaknesses on this email to your boss were similar to those I identified based on your first look-back report. Great content and organization. Style is your weakness – though not a critical one in this document. I encourage you to view the video tutorial on tone at <http://proswrite.com/2012/07/01/the-video-tutorial-on-tone/>

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	It's all there.
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	Excellent summary with bottom line clearly stated at beginning of document. Good use of headings and small chunks of content. I really appreciate the fact that you captured the five security areas previously noted as deficiencies and then organized your details under those five areas. Placing the one remaining deficiency last (in the second clause of the second sentence and then as the final sentence under "interior security" is a judgment call. I would have highlighted it more by placing it first.
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 impersonal. Lots of passive voice – but its use places emphasis on findings rather than actors. That seems right in this situation. You could overcome this somewhat with a final "call to action" where you address the reader directly and remind her you want to hear from her if there are questions or concerns.
Mechanics (negative effect only)	Run-on sentences, comma splices, subject-verb disagreement, sentence frag, typos/misspellings undermine authority of writer. No page numbers. Doesn't follow directions.	None of the items listed at left.		Punctuation Subject-Verb Agreement	

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:



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.