GUIDES BY ROLE

Training kit: Compliance manager

A printable page: programme, checklist and exercises on a demo site.

COMPLIANCE MANAGER Last updated : 29 October 2026

COMPLIANCE MANAGER **Duration** : 90 min. **Goal** : Run the programme end to end: assess, plan, prove, audit.

Role guide · Download the PDF

✓ **Print**

Use Print (Ctrl+P or ⌘P) then "Save as PDF": the page is formatted for paper.

Before the session

- □ A demo Jira where the app is installed, with fictitious data (never your production site).
- □ An account that holds the role being studied.

Programme

Time	Content	Pages
15 min	Concepts: common controls, expected evidence, readiness score	Concepts, The score
20 min	Assessment, action plan and evidence	Assessment, Action plan, Evidence
20 min	Statement of applicability and risks	Statement of applicability, Risks
20 min	Internal audit and management review	Playbook: internal audit
15 min	Audit pack and the auditor's requests	Audit pack, Audits

Checklist

- ☐ I can read a control's state and why it is "Evidence to provide"
- ☐ I know stale evidence no longer counts
- ☐ I can justify an excluded control
- ☐ I can record an accepted risk with its justification
- ☐ I can plan, run and close an internal audit
- ☐ I know what the score does not say: that we are compliant

Exercises on the demo site

1. Run the ISO 27001 assessment on the demo site, save it and open the action plan.
2. Add dated evidence to a task, then watch the control's state change.

3. Leave a control without a justification: read, in "Steps towards approval", what blocks approval.
4. Plan an internal audit, generate the list, write a finding.

What the app does not do

It never says the organization is compliant; it removes no access in Jira; it sends nothing to the authorities. See the role guide for the limits specific to this role.