

# Resilience Cyber Group

## *From Compliance to Resilience*

## Policy & Documentation Development Intake Guide

This one-page checklist will help you prepare for your Policy & Documentation Development session. Please review and gather the following items so we can maximize your time and accelerate progress.

### ***Company & Contact Information***

- Legal company name
- Primary contact (name & title)
- Work email & phone
- DUNS/UEI (if applicable)

### ***Contract & Data Context***

- Do you handle Controlled Unclassified Information (CUI)?
- Applicable clauses/standards (DFARS, NIST SP 800-171, CMMC 2.0, ITAR, etc.)
- Prime contractor / Contract identifier (if available)

### ***Environment & Boundaries***

- Where is the in-scope environment hosted? (On-prem, GCC, GCC High, AWS Gov, etc.)
- Approximate user count in scope
- System boundary summary (core IT systems, email, file share, endpoints, etc.)

### ***Documentation Status***

- Current SSP status (none, draft, near-final, maintained)
- Policies and procedures currently available
- Where documents are stored (SharePoint, OneDrive, Confluence, etc.)

### ***External Partners & Tools***

- MSP/MSSP or key vendors supporting your IT/security environment
- Security tooling in use (EDR, SIEM, vulnerability management, MDM, etc.)

### ***Compliance Posture & Evidence***

- SPRS score (if any) and assessment date
- Top 3 cybersecurity risks or pain points
- Evidence workflows today (ad-hoc, defined, routine, audited)

### ***Scope & Scheduling***

- Priority deliverables for this engagement (SSP, policy refresh, POA&M;, etc.)
- Target timeline (2–4 weeks, 4–8 weeks, etc.)
- Other notes/constraints (blackout dates, availability, etc.)

**Tip:** Please send existing policies, SSP drafts, or repository links to [info@rcybergroup.com](mailto:info@rcybergroup.com) prior to your session.

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■ [rcybergroup.com](https://rcybergroup.com) • [info@rcybergroup.com](mailto:info@rcybergroup.com) • [CEO@rcybergroup.com](mailto:CEO@rcybergroup.com)