

	National Defence Défense Nationale		<a href="#">Back to the DID List</a>
<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>			
<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
<b>PLAN OF ACTIONS AND MILETONES</b>		<b>DID 3.10.11</b>	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
<p>The purpose of the Plan of Actions and Milestones is to describe specific measures to be taken to address security findings found during initial and periodic security assessments and ongoing continuous monitoring activities. The Plan of Actions and Milestones includes the intended corrective actions and current disposition for those findings.</p>			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
<b>TBD</b>	NWSO Technical Authority (TA)	N/A	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<p>CDRL 3.10.11 and SOW paragraph 3.10.11 refer. This DID contains the format and content preparation instructions for the data generated under the Work tasks described in the NWS O&amp;M SOW.</p>			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
NWSO TA		NIL	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
<p>10.1 <u>Source Document</u></p> <p>10.1.1 NWS O&amp;M SOW Section 3, paragraph 3.10.11  10.1.2 Risk-based Cyber Mission Assurance Process  10.1.3 FedRAMP Plan of Actions and Milestones (POA&amp;M) Template Completion Guide Version 2.1, February 21, 2018</p> <p>10.2 <u>Content and Format</u></p> <p>10.2.1 The Plan of Actions and Milestones must be prepared and delivered in Contractor format.</p> <p>10.2.2 The Contractor must establish and implement a written Plan of Actions and Milestones. The Plan must include at a minimum, the following:</p> <ul style="list-style-type: none"> <li>a. Mission criticality statement of the system;</li> <li>b. Specific weaknesses or deficiencies in deployed security measures;</li> <li>c. Importance of the identified security measure weaknesses or deficiencies;</li> <li>d. Scope of the weakness in components within the environment; and</li> <li>e. Proposed risk mitigation approach to address the identified weaknesses or deficiencies in the security measure implementations (e.g., prioritization of risk mitigation actions and allocation of risk mitigation resources).</li> </ul> <p>10.2.3 Security categorization of the Plan of Actions and Milestones deliverable must be performed upon creation of the document, as the Plan of Actions and Milestones or certain portions could be Protected. Security labelling and marking, as well as handling, storage and transmission of the Plan of Actions and Milestones must be implemented in accordance with National Defence Security Orders and Directives. In addition to the Security Marking, which is placed in the header and footer of</p>			

each page, a set of informative statements will be printed on the cover, or first page, of the document and in some cases also on the Verso Page (the back-side of the Title Page or Cover Page) as required.

10.2.4 The Contractor will be responsible for conducting change management as described below:

- a. The Plan of Actions and Milestones must include a change history summary section which contains the following:
  - i. A clear and unique version/revision identifier for each submission or resubmission of the Plan of Actions and Milestones;
  - ii. Clear identification of revisions or amendments within the document from its previous submission; and
  - iii. Rationale for the revisions and amendments.
- b. All the above revisions/amendments must be clearly identified within the document by using suitable change tracking feature in the Office Management Software used to produce the document, e.g. "Track Changes" feature in Microsoft-Word®, side bars etc.