

## ITPE README

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### Introduction

This note describes the layout of the material associated with the SEI Insider Threat Program Evaluation (ITPE) assessment methodology contained in this folder.

### Support Material

In the `support-material` directory there are three directories with material used for

- `Pre-Assessment` – used for initial planning of the assessment, containing:
  - `ITPE-FAQ.pdf` – This can be used to prep the participants on details about the upcoming assessment.
  - `ITPE-Pre-Evaluation-Information-Collection-Worksheet.xlsx` – This has the capabilities listed for the organization to fill out and give suggested documentation and potential interviewees for the assessment.
  - `ITPE-Suggested-Documents-List.pdf` – This contains some common documents that at Insider Threat Program and organization may have that would be useful for the assessment. It can be used in conjunction with the previous spreadsheet to help the organization get started.
- `Assessment` – used for the actual assessment (in addition to the workbooks)
  - `ITPE-Logistics-Information.pdf` – This template is used to gather key information about the assessment.
  - `Interview Success Guidelines.pdf` – This document gives a suggested flow for conducting the assessment interviews.
  - Also – see workbook section for the capabilities and indicators that the assessment team is trying to determine.
- `Briefings` – some sample briefings used at various points of the assessment.
  - `ITPE-Planning-Briefing.pptx` – This more detailed briefing can be presented to essential stakeholders to start the ITPE assessment. This helps the organization

understand the process, scope, and methodology of the assessment. It also provides information of the outputs and scoring used in the methodology.

- ITPE-Participant-Briefing.pptx – This briefing is given before the assessment is conducted to the organization’s personnel that will be participating in the briefing.
- ITPE-Exit-Briefing.pptx – This (optional) briefing template gives a brief summary of what was done during the initial assessment phase before the detailed analysis and report writing begins.

## Assessment Workbooks

The `workbooks` directory contains the three workbooks that cover the capabilities and indicators used in conducting the actual ITPE assessment.

The following three workbooks are the core of the assessment and cover:

- ITPE\_Data\_Collection\_Analysis\_Workbook.pdf – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for the organization’s Insider Threat Program’s data collection and analysis policies, processes, and procedures.
- ITPE\_Personnel\_and\_Training\_Workbook.pdf – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for the organization’s Insider Threat Program’s personnel and training policies, processes, and procedures.
- ITPE\_Program\_Management\_Workbook.pdf – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for the organization’s Insider Threat Program’s overall program’s management policies, processes, and procedures.

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