ITVA README

Introduction

This note describes the layout of the material associated with the SEI Insider Threat Vulnerability Assessment (ITVA) 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:
    - `ITVA-FAQ.pdf` – This can be used to prep the participants on details about the upcoming assessment.
    - `ITVA-Scoping-Questionaire.pdf` – This can be used to work with the organization to help determine what is in scope for the upcoming assessment.
    - `Pre-assessment-capabilities-spreadsheet.xlsx` – This has the capabilities listed for the organization to fill out and give suggested documentation and potential interviewees for the assessment.
    - `ITVA-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)
    - `ITVA-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.

- `ITVA-Planning-Briefing.pptx` – This more detailed briefing can be presented to essential stakeholders to start the ITVA 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.
- `ITVA-Participant-Briefing.pptx` – This briefing is given before the assessment is conducted to the organization's personnel that will be participating in the briefing.
- `ITVA-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 seven workbooks that cover the capabilities and indicators used in conducting the actual ITVA assessment.

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

- `ITVA_DO_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with Data Owners (DO).
- `ITVA_HR_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with Human Resources (HR).
- `ITVA_IT_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with Information Technology (IT).
- `ITVA_Legal_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with the Legal team.
- `ITVA_PS_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with Physical Security (PS).
- `ITVA_SE_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with Software Engineering (SE).

- `ITVA_TBP_Workbook.pdf` – This workbook contains Guidance, Clarification, and Capabilities with associated Indicators the assessment is investigating for vulnerabilities from insiders associated with personnel who work with Trusted Business Partners (TBP).

Legal Markings

This material is based upon work funded and supported by the Department of Defense under Contract No. FA8702-15-D-0002 with Carnegie Mellon University for the operation of the Software Engineering Institute, a federally funded research and development center.

DM23-0882

Contact Us

Software Engineering Institute
4500 Fifth Avenue, Pittsburgh, PA 15213-2612

Phone: 412/268.5800 | 888.201.4479
Web: www.sei.cmu.edu
Email: info@sei.cmu.edu