FedRAMP
GENERAL DOCUMENT ACCEPTANCE CRITERIA

Version 2.1

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FedRAMP

DOCUMENT REVISION HISTORY

DATE	VERSION	PAGE(S)	DESCRIPTION	AUTHOR
03/12/2015	0.6	All	Draft	FedRAMP PMO
05/05/2015	0.7	All	Incorporated comments about acceptability of figures	FedRAMP PMO
07/30/2015	0.8	5 – 9	Incorporated Government comment	FedRAMP PMO
07/30/2015	1.0	5	Removed Section 3.0 and made ready for public release	FedRAMP PMO
06/06/2017	1.0	Cover	Updated logo	FedRAMP PMO
02/07/2018	2.0	All	Reformatted Document	FedRAMP PMO
6/13/2018	2.1	1	Removed outdated references to the *FedRAMP Review and Approve Process Standard Operating Procedure and FedRAMP ISSOs*	FedRAMP PMO

HOW TO CONTACT US

Questions about FedRAMP or this document should be directed to info@fedramp.gov.

For more information about FedRAMP, visit the website at https://www.fedramp.gov.

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1. INTRODUCTION

The purpose of this document is to describe the general document acceptance criteria for the Federal Risk and Authorization Management Program (FedRAMP) to both writers and reviewers. These acceptance criteria apply to all documents FedRAMP reviews that do not have predefined special checklists or acceptance criteria.

This document does not include security and/or technical review criteria used by Joint Authorization Board (JAB) Technical Representatives (TRs) and Reviewers to assess the technical quality of documents.

2. DOCUMENT REVIEW CITERIA

0 contains a list of the criteria (Clarity, Completeness, Conciseness, and Consistency) to be considered during a general document acceptance review, and Severity Level (Low, Medium, and High) information. The Description column includes the common items associated with the criteria to provide guidance. The reviewer determines the defect and its criterion. Severity Levels are provided for guidance only. The reviewer determines the Severity Level of an item, based on their judgment.

Table 1 – Document Review Criteria

CRITERION	DESCRIPTION	SEVERITY	COMMENT
Clarity	- Correct and consistent format - Correct and continuous section numbering - Logical presentation of material - Current dates and timely content - Non-standard terms, phrases, acronyms, and abbreviations are defined - Proper titles and labels on figures - No ambiguous statements or content - Minimal and appropriate use of the passive voice - No awkward phrases, typographical errors, spelling errors, missing words, or incorrect page and section numbers - Reasonable sentence and paragraph lengths - Use of generally accepted rules of grammar, capitalization, punctuation, symbols, and notation	**High** ■ Material is ambiguous, unclear, or incomprehensible **Medium** ■ Material can be interpreted or understood after parsing **Low** ■ Detracts from the understanding of the material ■ Typos, misspellings, undefined abbreviations, and similar minor defects	

CRITERION	DESCRIPTION	SEVERITY	COMMENT
	▪ Appropriate and accurate identification of cross-references ▪ Figure text is readable; figure graphics are sharp		
Completeness	▪ Responsive to all applicable FedRAMP requirements ▪ Includes all appropriate sections of FedRAMP Template ▪ Includes all attachments and appendices ▪ Includes Table of Contents, List of Tables, and List of Figures when applicable ▪ Figures include required information, correct labels, and keys to color and line formats	High ▪ Unresponsive to FedRAMP requirement ▪ Incomplete or poor response to FedRAMP requirement that compromises security ▪ Does not include appropriate section of FedRAMP Template ▪ Missing attachment or appendix essential to the completeness or understanding of the material	
		Medium ▪ Incomplete or poor response to FedRAMP requirement that <u>does not</u> compromise security ▪ Missing nonessential attachment or appendix	
		Low ▪ Missing Table of Contents, List of Tables, or List of Figures when applicable	
Conciseness	▪ Content and complexity is relevant to the audience ▪ No superfluous words or phrases	High ▪ Content or complexity is irrelevant to the audience	
		Medium ▪ Superfluous words or phrases that detract from the reader's understanding of the material	

CRITERION	DESCRIPTION	SEVERITY	COMMENT
		Low ▪ Superfluous words or phrases that <u>do not</u> detract from the reader's understanding of the material	
Consistency	▪ Terms have the same meaning throughout the document ▪ Items are referred to by the same name or description throughout the document ▪ The level of detail and presentation style are the same throughout the document ▪ The material does not contradict predecessor documents ▪ All material in subsequent documents has a basis in the predecessor document ▪ Figure content agrees with text	High ▪ Material contradicts predecessor document ▪ Material has no basis in predecessor document	
		Medium ▪ Inconsistencies detract from the reader's understanding of the material	
		Low ▪ Presentation style is different ▪ Inconsistencies are understandable	

APPENDIX A: FedRAMP ACRONYMS

The master list of FedRAMP acronym and glossary definitions for all FedRAMP templates is available on the FedRAMP website Documents page under FedRAMP Program Documents.

(https://www.fedramp.gov/assets/resources/documents/FedRAMP_Master_Acronym_and_Glossary.pdf)

Please send suggestions about corrections, additions, or deletions to info@fedramp.gov.