System Security Plan Template

Information System Name

Version

Instructions

This document is intended as a starting point for the IT System Security plan required by NIST 800-171 (3.12.4).

Each section includes a blue box of text like this which describes what the section is looking for and how to complete it. Once you have provided the information, you can remove this blue text.

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Date: \_\_\_\_\_\_\_\_\_\_

*Insert Approver Title*

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval Date: \_\_\_\_\_\_\_\_\_\_

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*Insert Approver Title*

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**Document Revision History**

This is not the Template’s revision history, but the System Security Plan’s revision history

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description** |
|  |  |  |  |
|  |  |  |  |

**Executive Summary**

Provide a brief summary of work being completed under the contract. Information to consider includes:

* An explanation of research or work being conducted
* An overview of outside organizations with which the contract is involved and how the organizations interact with each other. Examples of outside organizations might include:
* Field centers, clinical sites, clinical reading centers, and data collection centers
* Third party IT support vendors, etc.
* The roles and responsibilities of personnel as it relates to information collection, storage and sharing

**System Identification**

*Identify the system name, type and owners. In the context of NIST 800-171, a* ***system*** *is a complete set of computers that support the function. For example, if you have a web service, the computer system that runs the web server and the computer system that runs the database is considered part of the same* ***system****.*

*Within this section consider including:*

* *Name of system(s)*
* *Whether it is a major application (ex. database/custom code) or general support system (ex. windows AD)*
* *System Information Type: Management and Support or Research focused*
* *A list of individuals who have administrative rights to workstations and servers*
* *Ownership contacts: Information Owner, Information Systems Owner*

|  |  |
| --- | --- |
| **Information System Owner**– the system owner of functional proponent/advocate for this system (usually the researcher) | |
| Name |  |
| Title |  |
| Department |  |