GRC Tool Evaluation & Assessment Template

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1. General Information

- **Vendor Name:**

- **Tool Name:**

- **Version:**

- **Deployment Type (Cloud/On-Premise/Hybrid):**

- **Date of Evaluation:**

- **Evaluators:**

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2. Functional Assessment

A. Governance & Policy Management

Requirement	Supported (Y/N)	Notes/Comments
Centralized policy management		

Requirement	Supported (Y/N)	Notes/Comments
Automated policy distribution		
Policy versioning & audit trails		
Customizable policy templates		
Regulatory framework integration		
Policy workflow automation		
Stakeholder approval tracking		

B. Risk Management

Requirement	Supported (Y/N)	Notes/Comments
Risk registry & assessment		
Automated risk scoring		
Customizable risk framework		

Requirement	Supported (Y/N)	Notes/Comments
Real-time risk heat maps		
Risk mitigation workflow		
Predictive risk analytics		
AI-driven risk identification		

C. Compliance Management

Requirement	Supported (Y/N)	Notes/Comments
Compliance framework templates (ISO, GDPR, SOC 2, etc.)		
Automated compliance tracking		
Regulatory change management		
Audit trail for compliance activities		

Requirement	Supported (Y/N)	Notes/Comments
Custom compliance reports		
Real-time compliance monitoring		
AI-driven compliance gap analysis		

D. Audit Management

Requirement	Supported (Y/N)	Notes/Comments
Internal & external audit tracking		
Automated audit workflows		
Evidence collection and management		
Issue tracking & remediation		
Audit reporting & dashboards		

Requirement	Supported (Y/N)	Notes/Comments
Automated audit scheduling		
Continuous control monitoring		

3. Technical Assessment

A. Integration Capabilities

Integration Type	Supported (Y/N)	Notes/Comments
Identity & Access Management (Okta, Azure AD)		
ITSM tools (ServiceNow, Jira)		
SIEM solutions (Splunk, Microsoft Sentinel)		
DevOps tools (Azure DevOps, GitHub, Jenkins)		

Integration Type	Supported (Y/N)	Notes/Comments
API availability for custom integrations		
Cloud security tools integration		
ERP & Financial systems integration		

B. Security & Compliance

Security Feature	Supported (Y/N)	Notes/Comments
Role-based access control (RBAC)		
Multi-factor authentication (MFA)		
Data encryption (at-rest & in-transit)		
Secure API authentication (OAuth 2.0, SAML)		

Security Feature	Supported (Y/N)	Notes/Comments
Compliance with security standards (ISO 27001, NIST)		
Tamper-proof audit logs		
Secure cloud hosting options		

C. Deployment & Performance

Requirement	Supported (Y/N)	Notes/Comments
Deployment options (Cloud, On-Premise, Hybrid)		
High availability (HA) support		
Disaster recovery (DR) & backup mechanisms		
Scalability for large enterprises		
Performance under high data loads		

4. Usability & User Experience

Feature	Supported (Y/N)	Notes/Comments
Intuitive user interface (UI)		
Mobile accessibility (iOS/Android)		
Customizable dashboards & reports		
Low learning curve for new users		
Multi-language support		
User training and documentation availability		

5. AI & Automation Capabilities

Feature	Supported (Y/N)	Notes/Comments
AI-based risk prediction & trend analysis		
Automated control testing & validation		
Intelligent workflow automation		
NLP-driven document processing		
Self-learning compliance monitoring		

6. Cost & Licensing Assessment

Cost Component	Pricing Model	Notes/Comments
Subscription Model (SaaS)		
Perpetual Licensing Model		

Cost Component	Pricing Model	Notes/Comments
User Licensing (Per User, Concurrent, Enterprise-wide)		
Scalability Costs		
Support & Maintenance Fees		
Customization Costs		
Implementation Costs		

7. Vendor Evaluation

Criteria	Rating (1-5)	Notes/Comments
Vendor Reputation & Market Presence		
Industry-specific experience		
Customer Support & SLA commitments		
Onboarding & Training Support		

Criteria	Rating (1-5)	Notes/Comments
Client References & Case Studies		
Roadmap for future enhancements		

8. Overall Evaluation Summary

- **Strengths of the Solution:**

- **Weaknesses of the Solution:**

- **Final Recommendation: (Proceed / Needs Further Evaluation / Reject)**

Next Steps

- **Shortlist top vendors based on evaluation.**

- **Schedule Proof of Concept (PoC) for final contenders.**

- **Negotiate terms and finalize the selection.**

End of Assessment Template