**Worksheet Reference Guide**

This worksheet supports the Essential Framework Manager view – documentation for the view can be found here -  
<https://university.enterprise-architecture.org/essential-framework-manager>

The assumption is that you have captured data in the Essential Foundation spreadsheet. This means that when you open this spreadsheet it will pre-populate the following sheets to allow you select from them:

* Individual Actor
* Business Process
* Composite Application Provider
* Application Provider
* Application Provider Interface
* Technology Products

**Note**: these sheets are not imported and are for reference only

The following worksheets are included in the spreadsheet for data capture and import:

**Control Framework Assessment**

This sheet is used to capture the control you are using, for example, NIST or ISO27001, the business process that manages adherence to that control and the assessment of whether the business process is fit for purpose for managing that control

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – we would recommend using a combination of the control and a number, i.e. NIST1 | Free Text |
| Control ID Name | Name of the Framework Control ID Name, i.e. for NIST this might be AC-04 | Free Text |
| Description | Description of the Framework Control | Free Text |
| Framework | The Framework you are capturing, i.e. NIST | Free Text |
| Managing Process | The name of the process that ensures manages adherence to this control | Dropdown |
| Managing Process Owner | Name of the person that own the Managing Process | Dropdown |
| External Reference Link Name | If you wish to link to the Managing Process Documentation, provide the name here | Free Text |
| External Reference Link URL | The url for the link to the Managing Process Documentation | Free Text |
| Assessor | The name of the person that assessed whether the process is for purpose | Dropdown |
| Assessment Date | The date of the assessment – note this must be in ISO format – yyyy-mm-dd | Free Text |
| Outcome | Whether the process passed or failed the assessment | Free Text |
| Comments | Any comments to ne captured against the assessment | Free Text |

**Control Compliance Assessment**

This sheet is used to capture the individual elements that have been assessed against a specific control, and the status of the assessment.

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| Control ID | The control ID you are assessing the instance against | Dropdown |
| Assessed Business Process | The Business Process being assessed against the control  **Note**: Only complete one of columns C – G per line – each must be an individual assessment | Dropdown |
| Assessed Composite Application Provider | The Composite Application Provider being assessed against the control  **Note**: Only complete one of columns C – G per line – each must be an individual assessment | Dropdown |
| Assessed Application Provider | The Application Provider being assessed against the control  **Note**: Only complete one of columns C – G per line – each must be an individual assessment | Dropdown |
| Assessed Application Provider Interface | The Application Provider Interface being assessed against the control  **Note**: Only complete one of columns C – G per line – each must be an individual assessment | Dropdown |
| Assessed Technology Product | The Technology Product being assessed against the control  **Note**: Only complete one of columns C – G per line – each must be an individual assessment | Dropdown |
| Assessor | The name of the person assessing the element against the control | Dropdown |
| Assessment Date | The date of the assessment – note this must be in ISO format – yyyy-mm-dd | Free Text |
| Outcome | Whether the element passed or failed the assessment | Free Text |
| Comments | Any comments to ne captured against the assessment | Free Text |