STEP 2 - CREATE THE PMO ASSESSMENT

The Program Management (PM) Approved RFP assessment is used to determine which countermeasures will be required in the RFP Statement of Work (SOW). Where the Baseline assessment had the list of recommended countermeasures for the program, the PM Approved RFP assessment reflects changes to the requirements due to cost and other issues. The PM Approved RFP assessment will drive what statements shall be included in the SOW.

If you prefer, you can download the list of countermeasure questions, answer them in Excel then upload them into ASM. This saves time and is easier for many users. You can so this on SIPR using the Export button or on NIPR using the countermeasure file. This section shows the steps for ethe core process. When it comes to answering the countermeasures questions, you have three options to choose from. Find the option which works best for you.

1. **Login** to ASM
2. Click on **ASM Workbench icon**.
3. **Double click** on the Program to open.
4. Click on the **Assessment Tab**.

> **NOTE: If you have already created your assessment but just need to answer the countermeasures, double click on the PM Approved RFP assessment to open and continue to Step 10.**

5. Click on the **Create** button.
6. Choose **"PM Approved RFP"** from the drop-down list for the type of Assessment.
7. Select **"Program Office"** from the drop list for who provided the information.
8. Click **Save.**
   a. Your assessment has been created and you are on the Assessment Home page.
9. Click **Continue** as this information has been populated for you**.**
10. Click on **Next Section Tab on the Profile page**, then again on the **Assets page,** then again on the **Threats** page to get to the Countermeasures page**.**
    a. This information was completed in the Baseline.
11. From here you have **three choices of actions**:
    a. **Option 1**: Answer the countermeasures on the screen on the SIPR side,
       i. **Answer all questions** from a standpoint of what is to be included as part of the RFP.
          1. For example, if a countermeasure is required as part of the contract, select "Yes". If it is not required, select "No".
       ii. Click on **Next Section/Tab.**
       iii. **Proceed to step 17 (Finish and Lock).**
    b. **Option 2:** Answer questions on the SIPR side using Export to Excel/Upload Responses
       i. Click on the **Export to Excel** button on the SIPR side and answer the questions and upload**,** or
       ii. Save the exported file.
       iii. **Open the file,**
       iv. **Answer the countermeasure** questions from a standpoint of what is to be included as part of the RFP.
          1. For example, if a countermeasure is required as part of the contract, select "Yes". If it is not required, select "No".
       v. **Save** the file**.**
       vi. **Login/Return** to ASM.
       vii. Click on **ASM Workbench icon**.
       viii. **Double click** on the Program to open.
       ix. Click on the **Assessment Tab**.

   x.   **Double click on the PM Approved assessment** from the list of assessments.
      1.   **If not yet completed****, click on Create to create it.**
      2.   Select **PM Approved RFP assessment** as the assessment type.
      3.   Select **Program Office** as who provided the information.
      4.   Click on **Continue** on the assessment creation page**.**
      5.   Click on **Next Section tab** on the **profile page**, the **assets page** and the **threats page** to get to the countermeasures page.
      6.   Proceed to **step 12**.

  c.   **Option 3 (NIPR)** Upload a previously completed file made on the NIPR side**.**
     i.   Go to the **ASM Help Portal** at http://eprmhelp.countermeasures.com/asm.html
     ii.   Click on **Training and Resources.**
     iii.   **Download the countermeasure list** from the downloads section on the right.
     iv.   **Open the file.**
     v.   **Answer the countermeasure questions** from a standpoint of what is to be included as part of the RFP.
     vi.   **Save the file.**
     vii.   **Login to ASM**. (SIPR)
     viii.   **Double click on the Program** to open.
     ix.   Click on the **Assessment Tab**.
     x.   **Double click "PM Approved RFP"** from the drop-down list for the type of Assessment.
      1.   **If not yet completed****, click on Create to create it.**
      2.   Select **PM Approved RFP assessment** as the assessment type.
      3.   Select **Program Office** as who provided the information.
      4.   Click on **Continue** on the assessment creation page**.**
      5.   Click on **Next Section tab** on the **profile page**, the **assets page** and the **threats page** to get to the countermeasures page.
      6.   Proceed to **step 12**.

12. Click on **Upload Responses**.
13. Click on **Browse** to locate the completed Excel file.
14. Click on **Upload**.
15. Click on **Back** to return to Countermeasures page.
   a.   Answer any unanswered questions.
16. Click on **Next Section/Tab** to get to Data collection page.
17. Click on **Finish and Lock**.
18. Click on **Return to ASM Program** button.
19. **Select the assessment** just created and **Release** (if ready).
20. **Exit ASM** by clicking on log off icon in upper right of screen or close the program. Your work is automatically saved.

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If you have any trouble, please contact the EPRM Help desk at <u>eprmhelp@alionscience.com</u>
Additional Training Resources can be found at <u>http://eprmhelp.countermeasures.com/asm-training-</u>

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