STEP 6 ASM PROCESS – CREATE PMO ASSESSMENT AND PPP (Beta, current as of 05 October 2020)

The Program Management Office (PMO) has their own assessment. This includes data relative to the PMO, countermeasure updates and creation/tracking of the Program Protection Plan.

This step can be started at any time after the Baseline is created.

Part 1 – Create the PMO Assessment

> The job aids are created for SIPRNet. If logging on to demo site:
> 1. Go to: www.demo.countermeasures.com
> 2. **Enter your NIPRNet email address** in the first box in the Login window.
> 3. **Enter your password**.
> 4. **Check the box** to acknowledging the Terms of Use.
> 5. Click **Login**.

1. Go to: https://eprm.csd.disa.smil.mil
   a. **Insert your CAC card.**
   b. **Select your email.**
   c. Enter **Pin.**
   d. **Put a checkmark** in agreement of terms.
   e. Click **Login.**
1. Click on **Manage Assessments** icon.
2. Click on green **Create a New Assessment** icon.
3. Disregard the Assessment Name – this is auto-populated.
4. Select your location under **node**.
5. Select the **Acquisition Security** objective.
6. Leave the **due date blank**.
7. Click **Continue**.
8. Select **Copy from previous assessment.**
9. **Select** the **Baseline assessment** created in **STEP 1.**
   a. NOTE: Put the Baseline assessment ID in the ID search field to easily locate it.
10. Click **Continue.**
11. **Update** Profile Organization (Describe the organization):
    a. Change assessment type (question 2) to "**PMO".**
    b. Change information provided by to "**Program Office"**. (Question 3).
12. Click **Next Section/Tab**.
13. Click **Next Section/Tab** on Scope Assessment (Describe the Operating Environment).
14. Click **Next Section/Tab** on Assets page.
15. Click **Next Section/Tab** on Threats page.
16. **Answer** all assessment questions on the Countermeasures page.
    a. NOTE: You can use Export/Upload functionality to accelerate the process.
       i. Click on **Export to Excel**.
       ii. **Answer the questions** in Excel.
       iii. **Return to ASM**.
       iv. Click on **Manage Assessments.**
       v. **Find the PMO assessment** created above.
       vi. **Double click to open** the assessment.
       vii. Click on **data collection**.
       viii. Click on **conduct assessment**.
       ix. Click on **Upload Responses**.
       x. **Locate File**.
       xi. Click on **Upload**.
       xii. Click on **Back**.
17. Click **Next Section/Tab.**
18. Click on **Finish and Lock icon**.
19. Click on **Data Collection icon**.
20. Click on **Profile Organization icon** (Describe the Organization).
    a. NOTE: It will indicate Read only but will allow you to add the Program Protection plan.

PART 2: Complete the Program Protection Plan

In addition to SCG requirements, there are 21 regulatory requirements for Program Protection Plan (PPP) sufficiency. ASM has automated this process by enabling the user to create and update the PPP as part of the assessment process. Program Protection is reported in the ASM Executive Summary Report and in the ASM Dashboard report.

> **Program Protection Plan (PPP)**
>
> The PPP is associated with the PMO assessment. Users can switch between the assessment and the PPP using navigation buttons. Updates to PMO assessment and/or PPP are explained in job aid 6A.
>
> **You can see the associated PPP on Profile Page 1.**

1. From Profile Organization (Describe the organization) page of the PMO Assessment, Click **on Program Protection Plan button.**
2. Select **Create a new Program Protection Plan** on the pop-up window.
3. Click **Continue**.
4. **Enter Name of PPP** using standard naming convention.
   a. Date (DDMMYYYY – Program Name - PPP
5. Select the appropriate **Node**.
   a. In most cases, the node is pre-selected.
6. Select **Program Protection Plan** as the objective.
7. **Disregard date**.
8. Click **Continue**.
9. Click on **Data Collection** icon.
10. Click on **Page 1.**
11. **Complete <u>all</u> PPP Questions**.
    a. **Add remarks as appropriate** (not required).
    b. Some questions require additional information and file uploads. See steps 14-17 for instructions on uploading files.
       i. If dates are not yet defined, you may leave blank.
12. Click **Continue**.
13. Click on **Finish and Lock**.
    a. NOTE: All required questions must be answered in order to Finish and Lock. If the Finish and Lock button is grayed out, it indicates some questions have not been answered.

> **YOU MUST FINISH AND LOCK THE PROGRAM PROTECTION PLAN FOR IT TO SHOW IN REPORTS. IF NOT LOCKED, IT WILL NOT SHOW IN REPORTS.**

14. Click on **File/Image Upload** button (from survey workflow and administration page).
15. Click on **Browse** button to locate file.
16. **Double click on the located file** to upload.
17. Click on **Upload**.
    a. Note: File will show in lower part of screen when uploaded.
    b. Click on **Back to Survey** button.
18. Click on the **Navigate to Assessment button** to return to assessment **or you can logout out of ASM**.
    a. Note: This PPP is now associated with this assessment.

This completes Step 6 of the ASM Process.