

Version <X.Y>

<Date>

Prepared for:

<Organization>

Prepared by:

<Author(s)>

Contract: <Contract ID>

<Other Front Matter>

<Organization-specific legal boilerplate, if applicable>

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This document is derived from  
*MITRE Adaptive Capabilities Testing (ACT)™*.  
act.mitre.org | act@mitre.org

<Organization>

MITRE Adaptive Capabilities Testing (ACT)™

<System Name> (<System Acronym>)

Internal ACT Assessment Team  
Kick-Off Meeting Agenda & Data

**Note to the Author Using this Template:**

This is a *template* for producing a MITRE ACT template tailored to your specific organization. Everything in this template can and should be customized by you to meet your organization’s specific needs and objectives.

Various objects and sections of text throughout the template are highlighted – these are **items that are very likely to require customization**, but you are free and encouraged to **edit the entire document and process** to suit your organization’s needs. By documenting your actual ACT process (including how it deviates from the baseline herein) in this template you are ensuring that your ACT assessments are consistent, repeatable, and can be accurately compared to assessments from other organizations’ implementations of ACT.

# System and Assessment Details

Table 1. System Identification

|  |  |
| --- | --- |
| Official System Name | <System Name> |
| System Acronym | <System Acronym> |
| Security Level | * High * Moderate * Low |

# Assessment Details

Table 1. Assessment Details

|  |  |
| --- | --- |
| Assessment Dates | January 27 – 31, 2025 |
| Assessment Type(s) | * ACT Security Assessment * ACT Risk Assessment * ACT Penetration Test |
| Scope Details | * Limited scope (“FISMA 1/3”), excluding underlying OS, network infrastructure, etc. |
| Environment | * Development for application testing * Production for database review |
| Interviews | * Calendar invitations will be forwarded to involved parties by Assessment Lead. |
| <Other> |  |

Table 2. Assessment Location Details (if on-site)

|  |  |
| --- | --- |
| Location | Main Data Center, 123 Main Street., Anytown, USA |
| Kick-Off Meeting Info | 0930 EST, Monday, January 27 |
| Primary System Contact | John Appleseed (123) 456-7891 |
| Sign-in / Escort Contact  (if on-site) | Jane Doe (123) 456-7892 |
| Arrival Information (if on-site) | Arrive NLT 0830 EST Monday, January 27.  Team members without <Organization> badges should arrive in the Main Data Center Lobby (Central building) no later than 0830 to be signed in by Jane Doe. |

# Assessment Logistics

* X
* X

Table 4. Assessment Logistics

|  |  |
| --- | --- |
| Charge Code / Project Number | XXX-AA |
| Encryption Password | ABCDEF |
| Assessment Data Repository | https://?? |

# Findings

* Daily Briefings will begin Tuesday, January 28 at 15:00.
* Findings must be provided to the Lead by 13:00 each day to be included in that day’s Briefing
* Be sure to discuss findings with your technical counterpart prior to submission.
* Please be available to speak to the finding (if necessary) during the Daily Briefing.

# Team Contact Information

Table 5. Assessment Team Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Phone Number | Email Address |
| Risk Assessment Lead |  |  |  |
| Risk Assessor |  |  |  |
| Security Assessment Lead |  |  |  |
| M&O Assessor |  |  |  |
| Application Assessor |  |  |  |
| Application Assessor |  |  |  |
| DB Assessor |  |  |  |
| OS Assessor |  |  |  |
| Network Assessor |  |  |  |
| Mainframe Assessor |  |  |  |
| Privacy Assessor |  |  |  |
| Cloud Assessor |  |  |  |
| Virtualization Assessor |  |  |  |