INTELLIGENT TECHNICAL SOLUTIONS

CMMC Compliance Checklist for Business Owners

Secure Your Business with These Simple Steps

STEP 1: UNDERSTAND YOUR SCOPE

- [ ] **Determine Your Certification Level:**
  - Level 1: Basic Safeguarding of FCI
  - Level 2: Broad Protection of CUI
  - Level 3: Higher-Level Protection of CUI Against Advanced Persistent Threats
- [ ] **Map Data Flows:**
  - Identify where FCI and CUI are stored, processed, and transmitted.
- [ ] **Conduct Initial SPRS Scoring:**
  - Score your organization to create a baseline

STEP 2: BUILD YOUR COMPLIANCE ROADMAP

- [ ] **Gap Assessment:**
  - Compare current practices against CMMC requirements.
- [ ] **Address Critical Controls First:**
  - Identify where FCI and CUI are stored, processed, and transmitted.
  - Encryption for CUI
- [ ] **Develop a Plans of Action and Milestones (POA&Ms):**
  - Document incomplete controls and set deadlines for resolution.

STEP 3: PARTNER WITH YOUR IT PROVIDERS

- [ ] **Request a Customer Responsibility Matrix (CRM) from Vendors (previously known as SRM)**
  - Clarify who is responsible for specific controls when CUI/FCI is present.
- [ ] **Engage Your Managed Service Provider (MSP) and Managed Security Service Provider (MSSP)**
  - Confirm their readiness to support compliance.
  - Include their participation in your CMMC assessment.

STEP 4: BUILD YOUR COMPLIANCE ROADMAP

- [ ] **Create and/or Update Policies**
  - Build out all missing policies identified in your Gap Assessment
  - Create compliance calendar and requirements list to ensure ongoing compliance with policy commitments
- [ ] **System Security Plan (SSP)**
  - Document how controls are implemented.
- [ ] **Asset Management Plan:**
  - Document how controls are implemented.
- [ ] **Incident Response Plan:**
  - Define clear steps for handling security incidents.

STEP 5: TRAIN YOUR TEAM

- [ ] **Employee Awareness:**
  - Train all staff on FCI/CUI handling best practices.
- [ ] **Screen Personnel:**
  - Conduct background checks as part of your compliance program.

STEP 6: SCHEDULE YOUR ASSESSMENT

- [ ] **Select a Certified Third-Party Assessor (C3PAO):**
  - For Level 2, book early to secure availability.
- [ ] **Prepare for Annual Affirmations:**
  - Plan for yearly updates in the Supplier Performance Risk System (SPRS).

STEP 7: MONITOR AND IMPROVE

- [ ] **Ongoing Reviews:**
  - Conduct quarterly risk assessments.
  - Ensure you are following your compliance calendar.
- [ ] **Update Documentation:**
  - Keep all plans and records current.

Avoid penalties, secure contracts, and build trust by achieving CMMC compliance today.

Need help? Contact us today for a free consultation and resources to simplify your path to certification.

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Schedule a Consultation