

8-212. Plan of action and milestones report.

The plan of action and milestones report (POA&M) is a reporting tool that outlines weaknesses and delineates the tasks necessary to mitigate them. The information security POA&M process will be used to facilitate the remediation of information security and system-level weaknesses, and will provide a means for: planning and monitoring corrective actions; defining roles, responsibilities, and accountabilities for weakness resolution; assisting in identifying the security funding requirements necessary to mitigate weaknesses; tracking and prioritizing resources; ensuring appropriate progress and priorities are continually addressed; and informing decision makers.

The POA&M process provides significant benefits to the state. It is a dynamic management tool useful for ongoing efforts to address programmatic and system-specific vulnerabilities. It assists in essential decision-making activities, facilitating and helping to ensure the oversight and mitigation of security weaknesses and the cost-effective use of mitigation resources. To function effectively, a POA&M must be continually monitored and diligently updated. The state information security officer and agency information security officers are responsible for maintaining the POA&M and for providing quarterly updates to the leadership.

Contents of the POA&M:

- (1) Source: Identifies the audit, review, event or procedure which identified this action item;
- (2) ID: Identification tracking number of this action item which can be tied to the source and timeframe of identification;
- (3) Project/Task: Defines the project, task objective and goals of the action item;
- (4) Key content and description: Narrative describing the key elements of the action item;
- (5) Key milestones: Lists each measurable activity required to complete the action item;
- (6) Milestone status: Lists the status of each milestone (Open, Completed, Closed Assigned, In Progress);
- (7) Target or completion date: Expected date each milestone will be completed. The agency should also accommodate approved changes to target dates in a manner that reflects the new date while keeping record of the original due date; and
- (8) Responsible party: List of individuals or support unit assigned to address the action item.

--

History: Adopted on July 12, 2017.

URL: <http://nitc.nebraska.gov/standards/8-212.pdf>