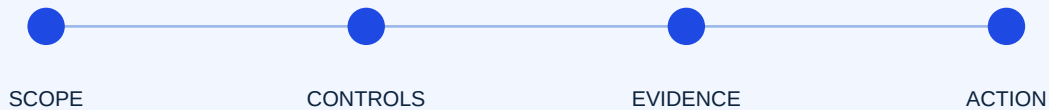


The audit-readiness planning workbook.

A downloadable guide to scope questions, evidence ownership, exceptions and handover.



Purpose and boundaries

A planning resource for discussion. This is not legal advice, an assessment result, accreditation, certification or a guaranteed outcome. No client records were used. Agree engagement scope and qualified applicability review before acting on framework-specific requirements.

Scope worksheet

Describe service, environment and period. Record business owners, systems, suppliers and applicability questions. Assign ownership for confirming assumptions before evidence collection.

Evidence worksheet

Record the question, source, operating period, owner and review status. Distinguish a proposed policy, an approved process and records of operation. Keep sampling limits visible.

Remediation worksheet

Describe observation, affected scope and acceptance criteria. Assign owners, dependencies and review points. Completing an action does not substitute for verification.

Handover worksheet

List open questions, limitations and qualified-review decisions. Agree recipients and maintenance ownership. This planning workbook supports engagement preparation; framework applicability and independent assurance requirements need qualified review.

Discussion worksheet

Record decisions in an approved workspace. Use this blank planning structure to assign ownership; do not include sensitive customer records in a public demonstration.

Question	Owner / decision / next action
Business purpose and scope	_____
Information and access boundaries	_____
Evidence and evaluation criteria	_____
Dependencies and approvals	_____
Operating owner and escalation	_____
Open questions for qualified review	_____

Official reference reading

NIST Cybersecurity Framework: <https://www.nist.gov/cyberframework>