

Readiness review: gap summary

Company: Sample Workshop LLC (fictional), 6 people **Scope reviewed:** Microsoft 365, 6 Windows PCs, 1 office **Prepared by:** Onyx

Summary: 0 of 15 requirements can be shown as met today from evidence reviewed. 6 have clear gaps with an owner; 9 need evidence or verification. Nothing below is marked met until evidence is seen. The company's senior official decides any SPRS affirmation.

#	Requirement	What is known	Next evidence / action	Owner	Status
01	AC.L1-B.1.I Authorized access	Owner says 6 staff use Microsoft 365; no current user list reviewed.	Export Active users list; compare with staff roster; remove 1 former-employee account if confirmed.	IT provider	Evidence requested
02	AC.L1-B.1.II Limit to needed functions	3 of 6 users reported as global admins.	Reduce admins to 2 named people; screenshot Role assignments.	IT provider	Gap
03	AC.L1-B.1.III External connections	Personal phones read company email; no written rule.	Write and approve the external-connection rule; document allowed devices.	Owner	Gap
04	AC.L1-B.1.IV Public information	Office manager posts to website and LinkedIn; no review step.	Name an approver; add a one-line review step to the posting process.	Owner	Gap
05	IA.L1-B.1.V Identify users and devices	Shared 'shop' login used on one floor PC.	Replace shared login with named accounts, or document the device as out of scope.	IT provider	Gap
06	IA.L1-B.1.VI Authenticate	Security defaults reported on; not yet seen.	Screenshot Entra security defaults page.	IT provider	Evidence requested
07	MP.L1-B.1.VII Media disposal	Old laptops stored in closet; no disposal record.	Choose a disposal vendor or wipe method; start a disposal log.	Owner	Gap
08	PE.L1-B.1.VIII Limit physical access	Office door locks; server closet unlocked.	Lock closet; record who holds keys.	Office manager	Gap
09	PE.L1-B.1.IX Visitors and keys	Visitors sign in on paper; no escort rule written.	Adopt visitor policy; keep 1 month of sample log (redacted).	Office manager	Evidence requested
10	SC.L1-B.1.X Boundary protection	ISP router with default settings; firewall status unknown.	IT provider confirms firewall on and admin password changed; screenshot.	IT provider	Not evaluated
11	SC.L1-B.1.XI Public system separation	Website hosted by a third party; no internal hosting.	Record hosting arrangement as the separation evidence.	Owner	Evidence requested
12	SI.L1-B.1.XII Flaw remediation	Windows Update on for 5 of 6 PCs (owner estimate).	Screenshot update status per PC; fix the 6th.	IT provider	Not verified
13	SI.L1-B.1.XIII Malicious code protection	Microsoft Defender reported on all PCs.	Screenshot Virus & threat protection per PC.	IT provider	Not verified
14	SI.L1-B.1.XIV Update protection	Assumed automatic.	Screenshot Protection updates page.	IT provider	Not verified
15	SI.L1-B.1.XV Scanning	Real-time protection assumed on; no scan record.	Screenshot last scan date and real-time setting.	IT provider	Not verified

Status key: **Gap** = a safeguard appears missing · **Evidence requested** = described but not yet shown · **Not verified** = reported, no evidence reviewed · **Not evaluated** = no information yet. Requirements: FAR 52.204-21(b)(1)(i)-(xv). A full engagement adapts actions to the real environment; a template or screenshot alone is not a universal pass. Onyx · ETaye LLC · onyxcmmc.com · ezra@onyxcmmc.com · 703-300-2469