Level 1 Worksheets

This page links to a set of worksheets for use at the Level 1 maturity level. There is one Excel format file to download that contains all ten worksheets.

Completing these worksheets provides the baseline priorities for Level 1.

A organization at the Level 1 maturity should still complete the Level 1 election priorities.

There are ten total worksheets in one file. Download the full set of worksheets in Excel format.

IT Inventory Worksheets

Within the Excel format download, the first five worksheets are about IT Inventory. Each is simple and, together, should only take a few hours to complete for a small office. These fulfill action #1 of the Asset Management best practice for the Level 1 maturity.

1. Hardware asset inventory
2. Software asset inventory
3. Service provider inventory
4. Account inventory
5. Data inventory

Cybersecurity Action Worksheets

Within the Excel format download, the last five worksheets are about taking action on cybersecurity in your office. Each is simple and, together, should only take a few hours to complete for a small office. These fulfill the remainder of the Level 1 maturity, as described in the Level 1 election priorities.

1. Asset protection
2. Account security
3. Backup & recovery
4. Incident response
5. Cyber education