

CMMC Level 2 / NIST SP 800-171 Kit – Quick Start

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Templates, not legal advice. Not a CMMC assessment or certification. Keep the **Examples** folder open beside your blank files; it shows the SSP, workbook and incident plan filled in for a fictional shop.

Work at your own pace. Do these steps in order:

1. **Open the guide first.** Open **00_Start_Here_README.pdf**. It lists every file, the order of steps, who owns what and a 30/60/90-day plan.
2. **Scope: find where CUI lives.** In **02_SPRS_Self-Assessment_and_POAM_Workbook.xlsx**, Asset Inventory sheet, list every asset, whether it touches CUI, and its scope category.
3. **Self-assess all 110 requirements.** On the Assessment sheet, set a status for each requirement and record specific evidence: where it is done and how to check it.
4. **Check the score.** The Dashboard calculates the SPRS score (starts at 110; each requirement not met subtracts its points). Review the 80% line and POA&M eligibility.
5. **Build the POA&M.** Put every Not Met or Partial item on the POA&M sheet with the gap, fix, owner and dates. A POA&M does not make a requirement Met.
6. **Adopt policies and write the SSP.** Tailor **03_Policy_Templates_14_Families**. In **01_System_Security_Plan_SSP_Template**, describe the boundary and, for every requirement, the tool, setting, frequency and owner. Not "we comply."
7. **Set up incident response.** Use **04_Incident_Response_Plan_and_DFARS_72hr_Reporting**: name the team, log discovery time, don't wipe systems, and test the plan every year.
8. **Close gaps, then post.** Work the POA&M down, then post your score in SPRS with your senior official's affirmation.

Stuck? See normanqualitytools.com for support options. Not sure whether a requirement or deadline applies to you? Check your contract and current official guidance.

Independent guidance. Not affiliated with or endorsed by the U.S. Department of Defense, NIST, the Cyber AB, or any C3PAO. Control numbers are for navigation only. References: NIST SP 800-171 Rev 2; 32 CFR 170. CMMC rules and DoD timelines change; check your contracts and current official guidance. The workbook calculates a score; the official record is what you post in SPRS under your own affirmation.

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