



Statement of Work

This Statement of Work #[Number], effective as of the date of the last signature below, is subject to the terms and conditions of the NCC Security Assessment Agreement between National Cyber Intelligence Center, d/b/a National Cybersecurity Center (“NCC”), and City of Westminster (“Customer”) dated December 14th, 2023.

I. Scope

The CJA is designed to take inputs from multiple departments across an organization and determine the most critical assets, those that would lead to a failure of one or more mission objectives should they fail themselves. The results of a CJA are to be interpreted as a model to use as information and not a perfect simulation of potential future events. The CJA is best used in continuity of operations (COOP) planning and prioritization of measures and mitigations. At no point will the NCC have access to the Customer’s network.

II. Analysis Process and Timeline:

#	Key Stakeholders	Stakeholder Involvement	Duration (weeks)
1	<ul style="list-style-type: none"> • Department Heads or SMEs • IT Staff 	<ul style="list-style-type: none"> • 1 x 30 min 1:1 meeting with each department head • 2 x 30 min meeting with IT staff to review asset inventory 	4-8
2	<ul style="list-style-type: none"> • Department Heads or SMEs • IT Staff 	<ul style="list-style-type: none"> • 1 x 30 min meeting with each department head • 2 x 60-90 min meeting with IT staff to review asset / function impact relationships 	6-12 weeks
3	Analysis and Report Development	<ul style="list-style-type: none"> • Email correspondence for specific questions 	2-4 weeks
4	Delivery to Jurisdiction		

III. Deliverables:

1. Operational Inventory: List of hardware, software, and devices that are used in regular operations as provided by the Customer.
2. Impact Analysis: Examining the impact of the failure of each asset on the organization’s mission objectives, to include dependency mapping for each department within the organization.



3. Recommendations: Strategic recommendations on how to protect each specific crown jewel asset. These recommendations are high level recommendations and will not be prescriptive in nature.
4. Tabletop Exercises: Practice scenarios based on failure/impact sequences in the impact analysis

**NATIONAL CYBER INTELLIGENCE
CENTER, D/B/A NATIONAL
CYBERSECURITY CENTER**

CITY OF WESTMINSTER

By:

By:

Name:

Name:

Title:

Title:

Date:

Date: