

## Package Folder Instructions

**1\_OCM** – This folder contains the StateRAMP Controls Matrix document. The legacy System Security Plan (SSP) and Operational Controls Matrix (OCM) have been merged into one workbook and are no longer two separate documents (doc & CSV). This is the core document for assessment for the Service Provider (SP).

**2\_Diagrams** – The Service Provider will place their Boundary Diagram, Network Diagram, and Data Flow Diagrams into this folder. Narratives for each diagram will be completed in the StateRAMP Controls Matrix workbook on the *6\_Diagrams* tab.

**3\_Policies** – This folder contains optional Policy templates provided by StateRAMP. Providers may complete these templates or create/provide their own and place them into the policies folders.

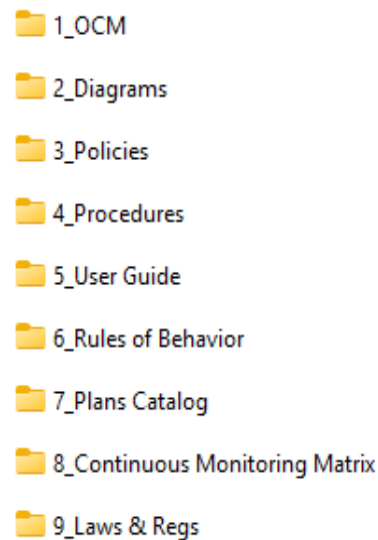
**4\_Procedures** – This folder contains optional Procedure templates provided by StateRAMP. Providers may complete these templates or create/provide their own and place them into the procedures folders.

**5\_User Guide** – Place your solutions user guide in this folder. This document should encompass use of your product, i.e., technical guide, knowledge base, etc.

**6\_Rules of Behavior** - This folder contains an optional Rules of Behavior template provided by StateRAMP that includes all the required topics. Providers may utilize their own templates, if the necessary topics are included in the document. Upload to this folder when completed.

**7\_Plans Catalog** – This folder contains the templates for the Information System Contingency Plan (ISCP), Incident Response Plan (IRP), Configuration Management Plan (CMP), and the Supply Chain Risk Management Plan (SCRM). These templates are required to be completed in the provided format.

**8\_Continuous Monitoring Matrix** – This folder contains the required deliverables for monthly Continuous Monitoring (ConMon), to include: Deviation Requests, Scan Files and Significant Change



Requests. Artifacts supporting these requirements are to be uploaded to their respective folders. The StateRAMP Continuous Monitoring Matrix includes the required reporting for Plan of Action & Milestones (POA&M), Inventory and executive summary information to be updated monthly.

Upon completion of your assessment with a 3PAO, during your intake with the PMO, the folder structure in this folder will be mirrored in the StateRAMP Repository.

**9\_Laws & Regs** – This folder contains the template for the required listing of applicable Laws and Regulations. You will need to add any specific state laws that your system is subject.