

■ SERVICE BRIEF

Security Policy
& Procedure Development
NIST 800-53 or CIS Controls





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This document outlines the scope, deliverables, responsibilities, and terms governing Redesign's Security Policy & Procedure Development Services.

These services provide organizations with tailored cybersecurity governance documents — including both policy and supporting procedures — aligned with either the NIST SP 800-53 control catalog or the CIS Critical Security Controls (IG1, IG2, or IG3).

This engagement is governed by this Service Brief and associated with SKU: SEC-POLPROC-CREATION. The quantity defined in the quote reflects the number of policy-and-procedure pairs to be developed and delivered.

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to the CURIOUS.

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01. Services Overview

Redesign's Security Policy & Procedure Development Services enable organizations to establish governance documentation that aligns with widely accepted security frameworks and satisfies regulatory, audit, and internal risk management requirements.

For each scoped domain, Redesign will develop both a high-level policy and a supporting procedure document, customized to the Customer's operational reality.



02. Offer Structure

PRIMARY SERVICES

- Framework-aligned security policy development (NIST 800-53 or CIS)
- Procedure creation with actionable, role-based instructions
- Review and customization to reflect existing tools, roles, and processes
- Version-controlled Word and PDF documents

OPTIONAL ADD-ONS

Separate SOW

- Mapping documents (e.g., to CMMC, ISO 27001, HIPAA)
- Executive or board presentation package
- Deployment playbooks for user onboarding or training
- Ongoing policy maintenance via Managed Services

03. Project Scope

Each unit includes development of one policy document and its associated procedure. Policies define intent, ownership, and organizational standards. Procedures detail how those policies are enforced and followed, including tools, steps, and responsible parties.

Framework Options:

- **NIST SP 800-53 Rev. 5 (Moderate Baseline unless otherwise specified)**
- **CIS Controls v8 (Implementation Groups IG1, IG2, or IG3)**

04. Quantity & Effort Model

- **Service SKU: SEC-POLPROC-CREATION**
- **Quantity: Number of policy/procedure pairs**
- **Work per Unit Includes:**
 - One policy document and one supporting procedure (e.g., Access Control Policy + Access Management Procedure)

EXAMPLE

A quantity of 5 may include policies and procedures for:

1. Access Control
2. Data Backup
3. Incident Response
4. Vendor Risk Management
5. System Hardening

05. Services & Key Activities

Stage	Key Activities
 Discovery & Scoping	<ul style="list-style-type: none">▪ Select framework and confirm priority control areas▪ Collect any existing documentation and operational context▪ Identify stakeholders and operational leads
 Policy Drafting	<ul style="list-style-type: none">▪ Develop high-level, framework-aligned policy▪ Align language to Customer's tone, structure, and requirements▪ Submit draft for feedback
 Procedure Development	<ul style="list-style-type: none">▪ Define roles, tools, and task sequences▪ Capture business-specific practices in a repeatable format▪ Submit for operational validation
 Finalization & Delivery	<ul style="list-style-type: none">▪ Integrate Customer feedback▪ Finalize documents in Word and PDF format▪ Deliver in shared repository or via secure delivery

06. Deliverables



**Framework-Aligned
Policy Document
(per scoped control
area)**



**Supporting
Procedure
Document**



**Version Control
and Document
Metadata**



**Summary
of Roles and
Responsibilities**



**Knowledge
Transfer
Session
(virtual, 1 hour)**

07. Services Scope Changes

Changes in scope, such as expanding control coverage or increasing procedural complexity, may require a revised quote or separate SOW.

08. Services Scope Exclusions

This engagement does not include:

- **Technical writing for user manuals, SOPs beyond security operations, or vendor documentation**
 - **Enforcement automation or GRC platform configuration**
 - **Compliance audit defense or certification**
 - **Managed review cycles (offered separately)**
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09. Customer Responsibilities

- **Provide access to current policies (if any), operational inputs, and tools in use**
- **Assign relevant stakeholders for review and validation**
- **Review and approve drafts in a timely manner**
- **Identify target audience and approval chain**

10. Services Schedule

- **Start Date:**
Upon signed quote and receipt of scoping inputs
- **Completion:**
Final documents delivered, customer sign off via DocuSign

11. Terms and Conditions

This engagement will be governed by the Seller's terms and conditions located at:

ⓘ SERVICES WILL NOT BEGIN UNTIL THE FOLLOWING PREREQUISITES ARE MET

- Signed quote referencing SKU: SEC-POLPROC-CREATION and quantity
- Scope of policy areas confirmed
- Stakeholders assigned and available for input

Failure to meet these requirements will prevent Redesign from delivering the services outlined in this Service Brief.

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