

■ SERVICE BRIEF

# Standalone Virtual Tabletop Exercise





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This document outlines the scope, deliverables, responsibilities, and terms governing Redesign's Standalone Tabletop Exercise Service.

This engagement includes the design and virtual facilitation of a scenario-based cyber incident simulation with customer stakeholders to assess response coordination, role readiness, escalation paths, and communication procedures.

This engagement is governed by this Service Brief and associated with SKU: SEC-TTX. The quantity defined in the quote reflects the number of virtual tabletop exercises to be delivered.

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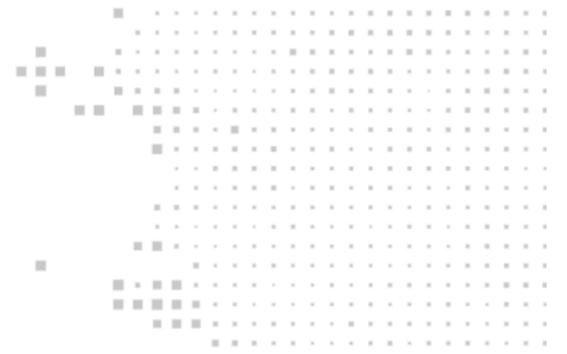
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# 01. Services Overview

Redesign's Virtual Tabletop Exercise Service helps organizations evaluate their real-world incident response readiness by simulating a cyberattack or operational disruption scenario. Conducted entirely online, the exercise engages relevant stakeholders to walk through detection, response, escalation, communication, and decision-making in a guided format. The session is non-disruptive, discussion-based, and designed to align with NIST 800-61, CIS Controls, and industry best practices.



# 02. Offer Structure

## PRIMARY SERVICES

- Design of a realistic, tailored cyber incident scenario
- Facilitation of a live 60–90 minute virtual tabletop exercise
- Real-time observation and note-taking
- Delivery of an after-action report with observations and improvement areas

## OPTIONAL ADD-ONS

### Separate SOW

- Follow-up tabletop exercise (same or alternate scenario)
- Department-specific breakout session (e.g., Legal, Comms, HR)
- Runbook creation or refinement
- Threat-specific scenario customization (e.g., ransomware, supply chain compromise)

## 03. Project Scope

This engagement includes:

- **One virtual tabletop exercise, up to 90 minutes in length**
- **For up to 10 participants**
- **One post-exercise findings report and improvement recommendations**

This service assumes the customer already has an IR Plan or process in place.

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## 04. Quantity & Effort Model

- **Service SKU: SEC-TTX**
- **Quantity: Number of tabletop exercises to be facilitated**
- **Work per Unit Includes:**
  - One virtual tabletop session
  - One tailored scenario
  - One after-action report

## 05. Services & Key Activities

Stage	Key Activities
 Discovery & Planning	<ul style="list-style-type: none"><li>▪ Kickoff call to gather key business context</li><li>▪ Review existing IR framework or procedures (if available)</li><li>▪ Identify intended audience and exercise objectives</li><li>▪ Finalize platform and scheduling</li></ul>
 Tabletop Scenario Design	<ul style="list-style-type: none"><li>▪ Create realistic incident scenario aligned to organization and threat profile</li><li>▪ Define injects and checkpoints to drive discussion and decision-making</li><li>▪ Prepare facilitator guide and exercise slides</li></ul>
 Virtual Exercise Facilitation	<ul style="list-style-type: none"><li>▪ Deliver exercise remotely via video conference</li><li>▪ Guide participants through a live, time-structured scenario</li><li>▪ Observe response dynamics, timing, communication flow, and escalation</li></ul>
 Reporting & Recommendations	<ul style="list-style-type: none"><li>▪ Compile after-action report summarizing strengths, gaps, and risks</li><li>▪ Provide prioritized improvement actions and maturity insights</li><li>▪ Optional follow-up session to review recommendations</li></ul>

## 06. Deliverables



Custom scenario  
and facilitator deck



Virtual tabletop  
session  
(60–90 mins)



After-Action  
Report with  
observations and  
recommendations



Maturity rating

- Basic
- Intermediate
- Advanced



Optional participant  
feedback summary

## 07. Services Scope Changes

Multi-session exercises, red team injection, or technical simulation overlays require a separate SOW.

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## 08. Services Scope Exclusions

This engagement does not include:

- Creation or revision of an Incident Response Plan
  - In-person delivery or physical war room setup
  - Forensic analysis or real-time technical testing
  - Legal or regulatory guidance
  - Threat simulation or pen testing
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## 09. Customer Responsibilities

- Assign 1 point of contact and up to 10 participants
- Provide relevant background (IR plan, escalation paths, org chart, etc.)
- Ensure video conferencing access and readiness
- Review and schedule tabletop with Redesign team

## 10. Services Schedule

- **Start Date:** Upon signed quote and kickoff
- **Session Duration:** 60–90 minutes
- **Delivery Method:** 100% virtual (via Zoom, Teams, etc.)
- **Completion:** Project sign-off via DocuSign by customer

## 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-TTX and quantity
- Tabletop participants assigned and scheduling completed
- Any relevant IR documentation provided to Redesign in advance

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

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