**Micro-Assessment Template**

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*Below is a very simple template to provide guidance in performing a micro-assessment.* [*Micro-assessments*](http://www.go-rbcs.com/micro-assessments) *are tactical tools. They are small narrowly-focused efforts done to quickly provide actionable insight.*

**Title:** [Insert *title* here, such as “Critical Process Protection” or “R&D Prototype Safeguards”]

**Scope:** [Insert *scope* here, such as “Three main manufacturing plants” or “R&D Campus”]

**Time Frame:** [Insert *time frame* here, which could be anything appropriate, such as “two hours per week for the next 6 weeks” or “two days next week” or exact calendar dates and times]

**Performed by:** [Insert *name of individual* performing the assessment]

**Stakeholders to be Consulted:**[List *stakeholders* to be consulted or interviewed]

**Insight Sought:** [This can be general such as “Learn enough about warehouse operations to determine if a larger security assessment is warranted,” or specific such as: “Identify the gaps in our security program documentation.”]

**Objective:**[Provide *a sentence or small paragraph* describing what the micro-assessment must accomplish. For example: “Identify the R&D Prototype protection controls currently in place—including people, process and technology—and dig up any related documentation. Determine if there are any gaps or weaknesses in prototype safeguards and describe them.”]

**References:** [Only if needed: These are references that outline an approach or provide guidance or starting material - should be limited to pages, not chapters in size]

**Attachments:** [Optional: Insert list of attachments including description of each. Can be micro-assessment data, work product, evidence, or elaboration on insights and recommendations]

**What was Learned:**[List or describe below or reference attached pages]

**Recommended Follow-Up:**[Insert a sentence or small paragraph]

**Attachments:**[Insert list of attachments including description of each]

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**Micro-Assessment Steps** [List the steps to be performed below – half-page to one-page maximum]