



SERVICES BRIEF

Remote Workforce Security Assessment

[Client Name]

would like a Remote Workforce Security Assessment of their environment conducted by iTBlueprint. This service has a fixed scope, fixed priced, and is designed for rapid engagement. The service will shine a light on your remote workforce security vulnerabilities so you know your level of risk and can close the gaps before hackers exploit them.

The Services Brief is subject to the below outlined terms and conditions. It describes the details of this Assessment, provided by iTBlueprint, and any deliverables, estimated prices, work plan, assumptions, customer responsibilities, delivery dates, and other terms applicable to any part of the Assessment.

The Services Brief is associated with Quote # _____ dated _____.

Remote Workforce Security Assessment includes the following:

- Discovery Meeting(s) – maximum 2 sessions of one-hour each
- Security Services Review – see Customer Requirements and Project Duration
- Review Meeting(s) for the Remote Workforce Security Assessment
- Summary Report that includes results of the Remote Workforce Security Assessment

Assessment scope includes:

- Antivirus
- Operating System Updates and Images

- Microsoft 365
- Endpoint Security
- End-Users Security Compliance and Understanding
- Multifactor Authentication
- Data Protection
- Firewall Rules
- Other Vulnerabilities

Project Exclusions

- The Remote Workforce Security Assessment does not include remediation of any issues.
- Any hours required to work outside outlined consecutive dates and business hours (9am to 5pm, weekdays).

Deliverables

Customer will receive a completed Remote Workforce Security Assessment Report in the review meeting. Recommendations will be ranked based on criticality (immediate, 2-3 months, and within 4-6 months) and discussed with customer. Please allow two hours for the review meeting—duration is usually one hour, but may require an additional hour.

Customer Requirements

iTBlueprint's resources will be required to have a point of contact that has access to the systems that will be assessed, including:

- Access to the customer's network and security
- Ability to utilize internal diagnostic tools or allow iTBlueprint to temporarily provide the diagnostic tools

Customer should plan to attend the 2 to 4 one-hour meetings between discovery and the final assessment.

Remote Workforce Security Assessment Service Brief

Project Duration

The anticipated engagement is to begin within two weeks of the approved Services Brief.

iTBlueprint expects the entire project to take one week in duration. Unless otherwise specified, the Remote Workforce Security Assessment will be conducted on consecutive business days, during normal business hours (9am to 5pm, weekdays). Upon completion, the Workforce Access Security Assessment will be delivered within approximately 5 business days in the Review Meeting.

Estimated Start Date: (DD-MON-YY) _____

Estimated End Date: (DD-MON-YY) _____

All work and the Remote Workforce Security Assessment Report to be completed and delivered within 30 days.

General Terms and Conditions

Expenses

iTBlueprint will not charge any expenses in connection with delivering the Remote Workforce Security Assessment without the written consent of the customer. Expenses may include any engagement-related expenses, including:

- Reasonable and necessary travel and living expenses
- Specialized tools
- Utilities required to complete the assessment

Confidentiality and Non-Disclosure

The Remote Workforce Security Assessment Services Brief and all components are privileged and confidential. Any distribution or reproduction of this document, the Remote Workforce Security Assessment Reports and forms in reference to this service, are strictly prohibited. iTBlueprint resources will not disclose any details discovered in the Remote Workforce Security Assessment to any third parties unless approved by an officer of the customer for further investigation or remediation purposes.

Force Majeure

iTBlueprint will not be held liable for lack of, or not providing services if this is attributed to a cause outside of iTBlueprint's control, resulting from a force unforeseen and unavoidable event.

Agreement Validity

This Remote Workforce Security Assessment Services Brief contents and costs are valid for a period of 30 days. Following this date, a new Services Brief may be required to commence the Remote Workforce Security Assessment.

Fees Description and Payment

Upon iTBlueprint's acceptance of the signed Services Brief for the Remote Workforce Security Assessment, with the customer, a purchase order (if applicable) and an invoice will be issued. The customer will pay net 15 days from date of iTBlueprint's invoice.

Acknowledgement

Company Name	
Signed Name	
Title	
Date	
Signature	

Customer's Scheduling and End Point Contact

Name	
Title	
Email	
Office Phone	
Mobile Phone	

