**Policy Implementation Plan of Action**

**[Insert Policy Name]**

The below Policy Implementation Plan of Action is developed based on the feedback provided by the policy implementation team of the (SC State Agency). The table references the policy clauses, gaps identified through the gap analysis, implementation challenges and implementation strategy which the (SC State Agency) will develop and implement in their environment.

Status Legend

|  |
| --- |
| ‘IP’ = ‘In Progress’ ‘SAR’ = ‘Specific Action is Required’‘IM’ = ‘Implemented’ |

|  |
| --- |
| **Action Plan** |
| Related Policy Clause  | Current Gaps | Implementation Challenges  | Implementation Strategy | Lead  | Status | Due Date |
| **SAMPLE ENTRY**1.1 Periodically revalidate asset inventory to ensure accurate classification. | **SAMPLE ENTRY**Asset inventory is not updated and validated periodically.  | **SAMPLE ENTRY**Process has not been implemented to update and validate the asset inventory. | **SAMPLE ENTRY*** Define process for asset inventory update.
* Designate personnel responsible for asset inventory update.
* Designate personnel responsible for validation of asset inventory updates.
* Establish regular asset inventory reviews.
 | **SAMPLE ENTRY**John Doe, Security Operations Lead | **SAMPLE ENTRY**IP | **SAMPLE ENTRY**3/30/2014 |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |