

Update Requirements

Last Modified on 05/09/2022 2:23 pm EDT

Requirements represent both the legal requirements and professional standards that the organization is expected to adhere to successfully mitigate security risks. For example, a sub section about patrols might contain requirements about the specific types of patrols officers should make before the end of each shift. Requirements can be attached to either sections or sub-sections. Once a requirement has been added to the section or sub-section, it can be updated at any time.

To update a requirement:

1. Log into a user account from the **Security Assessment Team** user group.
2. Open the [section or sub-section](#) that contains the relevant requirement.
3. Click the relevant requirement in the **Requirements** section to open the **Requirement Review** palette.

Requirement Status Active - Security Req-207

Requirement Name

Is there a parking lot patrol performed

Description

It is necessary for officers to perform at least one parking lot patrol before the end of the night.

Requirement Status

Active - Security

Details Scoring Weighting Controls Properties

Sub Topic SRM

3.004 Patrols

Requirement Owner

Start typing to find Us...

Guidance

Does the organization require its officers to patrol the parking lots at least once a shift? If yes, mark as yes. If yes, but the officers seldom follow

Inherent Impact

Low

Inherent Likelihood

Remote

Number of Issues

-- not calculated --

Inherent Risk Score

Low

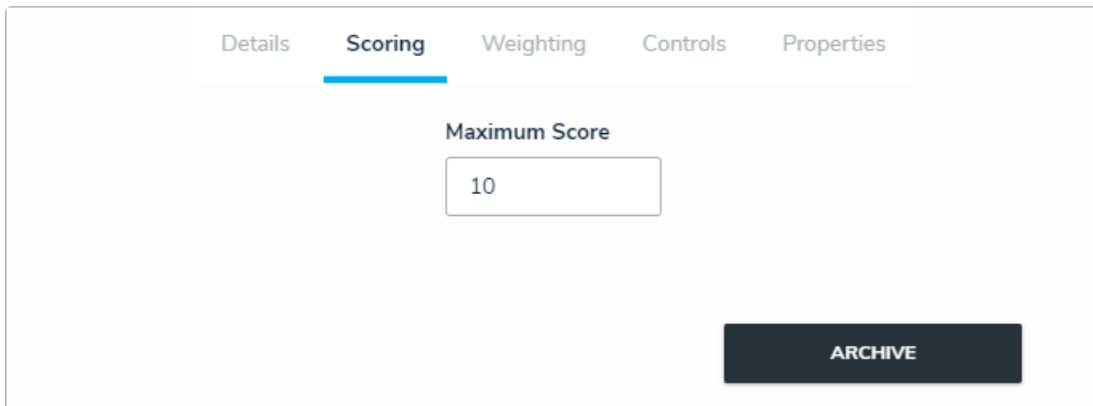
The Requirement Review palette.

4. Complete the Requirement Name field.
5. Complete the Description field.
6. In the Details tab:
 - a. **Guidance** field: Enter any guidance needed for the requirement to be marked as complete/incomplete.
 - b. **Requirement Owner** field: Begin typing usernames, then click to select a user to assign

to this requirement.

- c. **Inherent Impact** dropdown list: Select the organizational impact that failing to meet this requirement could have.
- d. **Inherent Likelihood** dropdown list: Select how likely the requirement is to lead to a negative impact.

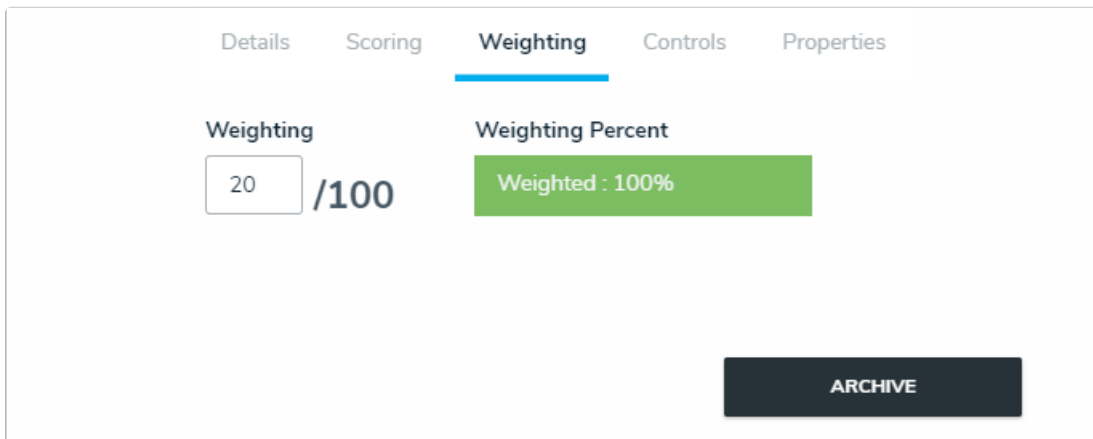
7. In the **Scoring** tab, enter the maximum score the requirement can be given in the **Maximum Score** field.



The screenshot shows a software interface with five tabs: Details, Scoring, Weighting, Controls, and Properties. The 'Scoring' tab is active, indicated by a blue underline. Below the tabs, the 'Maximum Score' field is visible, containing the number '10'. An 'ARCHIVE' button is located in the bottom right corner of the interface.

The Scoring tab.

8. In the **Weighting** tab, adjust the value in the **Weighting** field to reflect the percentage of the total section or sub-section this requirement should take up. All requirements in each section or sub-section should equal 100%.



The screenshot shows a software interface with five tabs: Details, Scoring, Weighting, Controls, and Properties. The 'Weighting' tab is active, indicated by a blue underline. Below the tabs, the 'Weighting' field contains the number '20' followed by '/100'. The 'Weighting Percent' field shows 'Weighted : 100%' in a green box. An 'ARCHIVE' button is located in the bottom right corner of the interface.

The Weighting tab.

9. **Optional:** Add [comments](#), as needed.

10. Click Done.