

# Netherlands Scheme for Certification in the Area of IT Security (NSCIB)



Nederlands Schema  
voor Certificatie op het  
gebied van IT-Beveiliging  
(NSCIB)

## *NSCIB Scheme Instruction 13*

Reporting monthly project status updates

Approved.....

Technical Manager NSCIB

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## 1 Purpose of this document

According to the NSCIB documentation rules a Work Plan must be agreed upon during the preparation phase of the certification process. This Work Plan shall contain the elements described in the scheme documentation Part 5, section 2 "Work Plan Template" and forms the baseline for the evaluation and certification work.

As projects usually continue for several months it is expected that the agreed Work Plan becomes outdated due to changes in scope, staffing, priorities and/or scheduling. This interpretation provides the rules an ITSEF has to follow for informing the CB on relevant changes to the Work Plan and requires a monthly project status update.

## 2 Changes related to the Work Plan

A Work Plan forms the baseline for the evaluation and certification work. As it is agreed upon by all involved parties it can not be changed or executed in a different way by a single party. Possible changes that might have an impact can be categorised as follows:

- *Re-scheduling of milestones; these include both deliverables and review meetings;*  
The assigned certifier(s) expect to review documents and attend review meetings based on the agreed planning. They reserve time in their agenda which is difficult to re-allocate if deliverables are not submitted at the agreed date. The same is also true for any re-scheduling of meetings.
- *TOE scope changes;*  
The TOE scope is discussed at the project kick-off meeting and is accepted as being a valid TOE scope by the Certification Body. Changes to the TOE scope mostly have an impact on the evaluation work already performed and could in extreme cases even result in inappropriate removal of security features or inappropriate additions of assumptions. In any case these changes must be reported as soon as possible so that their impact can be determined. This may potentially lead to additional certification costs.
- *Evaluation scope/approach changes;*  
Changes to the evaluation scope (e.g. more or less development sites to be audited), additional/different deliverables or when additional review meetings are needed always have an impact on the certifiers oversight activities and could lead to additional certification costs.
- *TOE name/identifier changes;*  
Changes to the TOE naming or its identifier must officially be reported by the developer to TÜV Rheinland NL in copy to the assigned certifier(s). Such changes are relevant for the Certificate and its related Certification Report. As these changes might also have an impact on existing deliverables, the ITSEF must also be aware.
- *Project staffing/ITSEF personnel assignment changes.*  
The certifier(s) only accept deliverables that are authored by the evaluators listed in the Work Plan. NSCIB rules require the ITSEF to only assign qualified CC evaluators that are known to the Certification Body and have successfully passed the NSCIB CC examination.

## 3 Project status updates

The ITSEF Project manager who is responsible for the evaluation work is required to provide a monthly status update of his project. This status update is a document with a unique title and date and shall contain sections as follows:

- Section one: lists the status of outstanding action items from previous meetings between the ITSEF and the assigned certifier(s);
- Section two: provides a progress summary on the deliverables identified in the Work Plan. It shall also describe any issues in the developer deliverables that are found during the evaluation activities and either ITSEF or developer need to address/have addressed;
- Section three: describes proposed changes structured along the categories defined above in section 2.

The Project status update shall be submitted to the assigned certifier(s) ***on the first working day of every month*** as long as the monitoring phase continues. The certifier shall endeavour to provide written feedback within 3 working days.