

# Information Technology Policy

## *Software Licensing Risk Assessment and Acknowledgment*

**Number**OPD-SFT001B

**Category**Security

**Contact**[RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov)

**Effective Date**November 27, 2023

**Supersedes**None

**Scheduled Review**November 2024

This point-in-time Risk Assessment and Acknowledgement document records that Agency Business Owners have been notified of, understand, and acknowledge the risk(s) associated with procuring or implementing this business and technology solution or service.

Agency Business Owners (3):

* Agency Deputy Secretary for Administration or Agency Secretary
  + Always required to sign. The Agency Deputy Secretary by signing is certifying that they understand and acknowledge the risk(s) as outlined within this form and that in the event an issue occurs, they will acknowledge responsibility for the risk(s) that were outlined within this form.
* Agency Business Area Contact (Bureau Director)
  + Always required to sign. The Agency Director by signing is certifying that they understand and acknowledge the risk(s) as outlined within this form and that in the event an issue occurs, they will acknowledge responsibility for the risk(s) that were outlined within this form.
* Agency Office of Legal Counsel
  + Always required to sign. The Agency Legal Counsel by signing certifies that they have been consulted in connection with the risks and waiver requests outlined within this form and that they have advised the agency and delivery center of the potential legal concerns associated with the waiver and risks identified.

## Section 1: Risk Assessment (Risk Identification and Recommendation)

**Part I - V** is to be completed by the **software requestor in consultation with Agency Legal Counsel and the Delivery Group or Agency Information Security Officer (ISO)** to document policy non-compliance and associated risk. Information shall be used by Agency Business Owners to make well informed decisions about risk.

## Section 2: Risk Acknowledgement

**Part VI - VII** shall be completed and signed by the **Agency Business Owners** to acknowledge the risk(s) associated with the business and technology solution or service.

### Section 1: Risk Assessment

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| Part I – Summary (Identify the asset, Threat Community, vector, and impact)  (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances without Compensating Controls * Moderate – Might occur at some time without Compensating Controls * Low – Could occur at some time without Compensating Controls | |
| Name of Business Solution or Service |  |
| If cloud-based service, Cloud Use Case Title (SR#xxxxx) |  |
| Asset(s): |  |
| Most Restrictive Data (refer to ITP-SEC019) |  |
| Affected Organization |  |

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| Risk Summary | Risk ID  Refer to Table 1 | Initial Risk | Risk Recommendation | Target Remediation | Remediation Contact |
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| Part II – Risk Description (see Table 1 Risk ID and Categories at end of form)  (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances with Compensating Controls * Moderate – Might occur at some time with Compensating Controls * Low – Could occur at some time with Compensating Controls | | | | | |
| Risk ID  Refer to Table 1 | Compensating Controls | Residual Risk | Consequence | Corrective Action | Remediation Timeframe |
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| Part III – Probability of Occurrence within in the first year (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances within the next year * Moderate – Might occur at some time within the next year * Low – Could occur at some time | | |
| **Risk Rating**  Enter High, Moderate, or Low | **Risk ID**  Refer to Table 1 | **Rationale**  Provide detailed narrative of why the risk rating has been selected. |
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| Part IV - Action Plan Milestones (reference Part II Controls) | | | | |
| **#** | **Milestone Description** | **Contact** | **Artifact** | **Indicate if control is Required or Recommended to proceed** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |

### Section 2: Risk Acknowledgement

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| Part V - Risk to Business (Risk Exposure = Probability \* Impact) | | |
| **Risk Category** | **Risk Question** | **Response** |
| **Contractual Risk** | What is the potential impact to the Commonwealth resulting from a lack of a negotiated software agreement or accepting the Vendor’s standard terms. |  |

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| Part VI – Approvals (Acknowledgement is required from all parties) | | |
| **Agency Deputy Secretary for Administration or Agency Secretary** | <Insert Name – Required> | <MM/DD/YYYY> |
| **Agency Business Area Contact (Bureau Director)** | <Insert Name - Required> | <MM/DD/YYYY> |
| **Agency Office of Legal Counsel** | <Insert Name - Required> | <MM/DD/YYYY> |

**Table 1 – Risk IDs**

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| Table 1 Risk IDs – Legal Terms | |
| Legal Terms 1 | IT Terms and Conditions |
| Legal Terms 2 | Software License Agreement |
| Legal Terms 3 | Non-Commonwealth Requirements for Applications/Services |
| Legal Terms 4 | Vendor’s EULA/Agreement |

**INSTRUCTIONS**

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| Part I – Summary (Identify the asset, Threat Community, vector, and impact)  (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances without Compensating Controls * Moderate – Might occur at some time without Compensating Controls * Low – Could occur at some time without Compensating Controls | | | | | |
| Name of Business Solution or Service |  | | | | |
| If cloud-based service, Cloud Use Case Title  (SR#xxxxx) |  | | | | |
| Asset(s): | *The thing we’re trying to protect* | | | | |
| Most Restrictive Data | *Data categorization & Classification per ITP-SEC019* | | | | |
| Affected Organization | *Affected Organization Enter the line of business name or Enterprise if the entire Commonwealth is at risk.* | | | | |
| Risk Summary | Risk ID | Initial Risk | Risk Recommendation | Target Remediation | Remediation Contact |
| *Specific risk scenario 1* | *Risk ID from Table 1* | *From Risk Register or this Assessment –*  *High, Moderate, or Low* | *Go, No-Go, or Proceed with Controls* | *Pre Go-Live, or Post Go- live* | *A person, not office or resource account* |
| *Specific risk scenario 2* | *Risk ID from Table 1* | *High, Moderate, or Low* | *Go, No-Go, or Proceed with Controls* | *Pre Go-Live, or Post Go- live* | *A person, not office or resource account* |
|  | *List each risk ID on*  *a new line* |  |  |  |  |

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| Part II – Risk Description (see Table 1 Risk ID and Categories at end of form)  (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances with Compensating Controls * Moderate – Might occur at some time with Compensating Controls * Low – Could occur at some time with Compensating Controls | | | | | |
| Risk ID  Refer to Table 1 | Compensating Controls | Residual Risk | Consequence | Corrective Action | Remediation Timeframe |
| *Risk ID from* | *What safeguard or* | *What level of risk* | *What can* | *Description of remediation efforts* | *e.g., before* |
| *Table 1* | *countermeasure* | *remains after* | *happen;* | *and parties involved* | *procurement, Pre Go-* |
|  | *should be in place* | *compensating* | *noncompliance,* |  | *live, within first year,* |
|  | *to mitigate the risk?* | *controls are* | *litigation,* |  | *etc.* |
|  | *What safeguards* | *implemented –* | *financial, breach* |  |  |
|  | *are in place to help* | *High, Moderate,* | *of contract, data* |  |  |
|  | *reduce the risk of* | *or Low?* | *compromise, etc.* |  |  |
|  | *the issue?* |  |  |  |  |
| *Risk ID from* | *What safeguard or* | *What level of risk* | *What can* | *Description of remediation efforts* | *e.g., before* |
| *Table 1* | *countermeasure* | *remains after* | *happen;* | *and parties involved* | *procurement, Pre Go-* |
|  | *should be in place* | *compensating* | *noncompliance,* |  | *live, within first year,* |
|  | *to mitigate the risk?* | *controls are* | *litigation,* |  | *etc.* |
|  | *What safeguards* | *implemented –* | *financial, breach* |  |  |
|  | *are in place to help* | *High, Moderate,* | *of contract, data* |  |  |
|  | *reduce the risk of* | *or Low?* | *compromise, etc.* |  |  |
|  | *the issue?* |  |  |  |  |

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| Part III – Probability of Occurrence within in the first year (Risk Exposure = Impact \* Probability)   * High – Will probably occur in most circumstances within the next year * Moderate – Might occur at some time within the next year * Low – Could occur at some time | | |
| **Risk Rating**  Enter High, Moderate, or Low | **Risk ID**  Refer to Table 1 | **Rationale**  Provide detailed narrative of why the risk rating has been selected. |
| *High, Moderate, or Low* | *Risk ID from Table 1* | *Estimate probability, include assumptions, rationale, motives, etc. Calibrate the estimate* |

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| *High, Moderate, or Low* | *Risk ID from Table 1* | *Estimate probability, include assumptions, rationale, motives, etc. Calibrate the estimate* |

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| Part IV - Action Plan Milestones (reference Part II Controls) | | | | |
| **Risk ID**  Refer to Table 1 | **Milestone Description** | **Contact** | **Artifact** | **Indicate if control is Required or Recommended to proceed** |
| *Risk ID from Table 1* | Example: Design a solution to the issue | *A person, not office or resource account* | e.g., solution design document, or controls documentation | *Required or Recommended to proceed* |
| *Risk ID from Table 1* | Example: Design a solution to the issue | *A person, not office or resource account* | e.g., solution design document, or controls documentation | *Required or Recommended to proceed* |

#### Risk Acknowledgement:

Business leaders need to understand the risk. Use the table, questions, and considerations to respond in Part IV above.

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| Part V - Risk to Business (Risk Exposure = Probability \* Impact) | | |
| **Risk Category** | **Risk Question** | **Response** |
| **Contractual Risk** | What is the potential impact to the Commonwealth resulting from a lack of a negotiated software agreement or accepting the Vendor’s standard terms. | *Consider the potential impacts related to:*  *Interruption of service*  *What is the potential for litigation?*  *Financial impacts - will there be recourse if issues arise?* |