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1. Executive Sponsorship & Governance

Who serves as executive sponsor(s)?

_____

Which business risks or incidents can you use to make the case for ITMT?

- [ ] Data theft
- [ ] Fraud or financial misconduct
- [ ] Intellectual property loss
- [ ] Sabotage
- [ ] Regulatory violation
- [ ] Workplace violence
- [ ] Other: _____

Which regulatory or risk frameworks apply to your organization?

- [ ] HIPAA
- [ ] SOX
- [ ] CMMC
- [ ] Other: _____

2. Core Team Assembly

Identify your cross-functional team members:

Function	Name/Contact	Confirmed (✔)
Security		[ ]
IT / Cybersecurity		[ ]
Human Resources		[ ]
Legal / Compliance		[ ]
Employee Assistance Program (EAP)		[ ]
Facilities / Operations		[ ]

3. Mission, Scope & Objectives

Draft your team's mission statement: _____

_____

What constitutes an insider threat in your organization?

- [ ] Malicious Insider
- [ ] Negligent Employee
- [ ] Compromised Account
- [ ] Other: _____

What threat domains will you focus on?

- [ ] Physical
- [ ] Cyber
- [ ] Behavioral
- [ ] All of the above

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4. Policies & Legal Frameworks

Do you have insider threat policies in place?

- ☐ Yes
- ☐ No
- ☐ In Development

Key policy gaps identified: _____

_____

Legal review contact assigned: _____

5. Detection & Response Planning

What detection methods are currently in place?

- ☐ UEBA
- ☐ Badge Access Logs
- ☐ HR Reporting
- ☐ SIEM Tools
- ☐ None

What actions are needed to formalize escalation protocols? _____

_____

6. Training & Communication

Current training practices in place?

- ☐ New hire onboarding
- ☐ Annual employee training
- ☐ Manager-specific training

How will you communicate the program to staff?

- ☐ Common area notices
- ☐ Company newsletter
- ☐ Intranet page
- ☐ Leadership presentations
- ☐ Town hall meetings

7. Program Monitoring & Improvement

Key metrics to track:

- ☐ Number of reported concerns
- ☐ Average resolution time
- ☐ Incident recurrence
- ☐ Policy compliance audit results

When will you conduct your first program review?

Date: _____

Next Steps / Action Plan

Action Item	Owner	Deadline	Status
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete

Notes:

_____

_____

_____

_____

_____