Delivery memo excerpt

What's delivered, what changed, and what happens next.

Redaction note: This excerpt is anonymised. Structure is the point.

Delivery memo excerpt (redacted)

This is the summary note sent with the final delivery. It makes the handover inspectable and sets expectations for what happens next.

Delivered artefacts

- Policy and procedure suite (editable + PDF export)
- Control mapping workbook (framework → control → artefact → owner → evidence)
- Evidence checklist template (specific, collectible prompts)
- Implementation notes (rollout steps, pitfalls, evidence cues)

What changed in the revision loop

- Tailored ownership and approval fields to match your org model
- Aligned evidence prompts to your tooling (IdP, ticketing, logging)
- Resolved reviewer-style ambiguity and removed placeholders

What you still need to do (after delivery)

- Assign owners and approve the documents
- Configure and operate controls (MFA, access reviews, logging, backups)
- Collect evidence using the checklist and cadence
- Use implementation notes to close typical reviewer questions

Revision policy (short)

- Minor revisions: wording and tailoring within the fixed artefact list.
- Scope changes: new frameworks, new artefacts, or expanded scope are handled as a scoped add-on.