

Quarterly security review agenda

Bring leaders a concise evidence, actions and decisions review with owners and a clear next meeting.

Purpose

Use a 45-minute leadership review to connect security work to mission and operations. Keep the meeting focused on evidence, important unknowns, decisions and follow-through rather than a list of tool dashboards.

Prepare before the discussion

- The current service scope, business priorities and a concise evidence summary.
- The action and exception registers, with owners and dates.
- Decisions needed from leadership, provider changes and the next review date.

Review prompts - first half

1. Confirm what changed - 5 minutes

Review staffing, volunteer rotations, programs, locations, suppliers and critical systems. Decide whether any changes require a new assessment boundary.

2. Review useful evidence - 10 minutes

Summarize representative access removals, recovery exercises, maintenance and alert-routing checks. Separate observed results from plans and unknowns.

3. Check coverage and responsibilities

Confirm who operates each important service, who receives alerts and what the response agreement actually covers. Identify contact or responsibility gaps.

4. Review sensitive-record decisions

Check progress on access, unnecessary exports, retention and supplier questions. Use category-level summaries without donor, workforce or children's records.

5. Review open actions - 10 minutes

Identify overdue actions, dependencies and exceptions. Ask for completion evidence before closing an item, and document accepted interim arrangements.

Review prompts - continued

6. Consider mission and budget

Describe the operational consequence of each proposed improvement. Confirm resources, timing and the owner who can authorize the work.

7. Make the decisions - 10 minutes

Record which actions are approved, deferred or returned for more evidence. Assign a decision owner and a date to revisit deferred work.

8. Agree the next verification

Choose representative checks for the approved changes. Confirm the acceptance criteria and who reviews the result.

9. Confirm the next review - 5 minutes

Set the meeting date, responsible participants and evidence due beforehand. Escalate time-sensitive issues through the incident route rather than waiting for the meeting.

10. Share a protected decision record - 5 minutes

Distribute a concise record to authorized participants. Keep detailed evidence and sensitive information in the organization's approved restricted location.

Useful outputs

- A dated leadership decision record with observed evidence and important unknowns.
- An updated action register with approvals, owners, dates and acceptance checks.
- The next meeting date and the evidence each owner will bring.

Review prompt

Start quarterly and adjust the cadence to the organization's operating and risk needs.

Your next decisions

Use this worksheet in your approved protected workspace. Record categories and decisions, not personal records, passwords, card data or recovery codes.

Scope / systems / programs: _____

Review owner: _____ Review date: _____

Topic / gap	Evidence / unknown	Owner / next action	Due / completion check

Where Layer8 can help

Phantom Assurance: Check agreed evidence and representative outcomes against the scope and acceptance criteria.

Scope and use

A meeting or a completed worksheet does not establish that a safeguard works. Retain the underlying evidence and keep urgent incidents on the appropriate escalation route.

Original Layer8 preparation prompts. Linked reference organizations do not endorse this guide.

Primary references

NIST: CSF quick-start guides

<https://www.nist.gov/cyberframework/quick-start-guides>

CISA: small and medium business resources

<https://www.cisa.gov/small-and-medium-sized-business-resources>

Online edition: [Layer8 resource library](#) / [quarterly-review](#)