



Tailoring Starter Pack Controls
to Your Environment

Getting Started

Use this guide to update starter pack controls so they reflect your actual systems, processes, evidence, and operating environment.

Why this guide exists

This guide is intended to help teams update starter pack controls so they align to the way the control is really performed in their environment.

Or if you are seeing a mismatch between the current required evidence, test procedures, and the evidence that actually exists.

The goal is to create a stronger foundation for:

- more accurate Operating Procedures
- better-aligned Required Evidence
- more consistent and defensible Test Procedures

Operating Procedure Field

What the Operating Procedure Field Should Capture

- be concise
- reflect how the control actually works
- align to the evidence model being used
- stay grounded in real systems and workflows
- avoid policy language unless policy language is specifically needed

Standard Format for Operating Procedure

- System / process used: [actual tool, platform, or formal process]
- Owner: [team or role responsible]
- Trigger / cadence: [when it happens]
- Operational steps: [2–3 specific actions taken]
- Evidence produced: [exact artifact created or retained]

Reusable Question Script

- What system, tool, or formal process is actually used to run this control?
- Who owns or performs it?
- When does it happen?
- What are the exact steps taken?
- What evidence comes out of that work?
- Where would someone go to see that evidence?

Copy / Paste Starter Template

- This control is performed using [system / tool / formal process].
- The control is owned or performed by [team / role].
- The control occurs [cadence / trigger].
- The responsible party [action 1], [action 2], and [action 3].
- This process produces [report / export / screenshot / ticket / document] as evidence.

Rules and Quality Checks

Rules to Keep It Clean

DO:

- name the real system
- name the real owner
- name the real trigger or cadence
- name the real evidence output

DO NOT:

- restate the policy
- write audit test steps
- invent workflows, systems, or roles
- use vague wording like “as needed,” “appropriate,” or “ensure”

Quick Quality Check Before Saving

- names a real system or process
- says who performs it
- says when it happens
- explains what is done
- identifies the evidence produced
- helps someone update Required Evidence and Test Procedures without guessing

Example: HR01 Segregation of Duties

- HR maintains the organizational chart using [HRIS / org chart management process].
- The chart is updated when reporting lines, job titles, or divisions change.
- The chart includes employee names, job titles, and reporting lines.
- HR posts the current organizational chart to [internal employee platform] for employee access.
- The latest chart version and a screenshot showing employee availability are retained as evidence.

What This Improves Over Time

- tailor starter pack controls to their real environment
- identify where required evidence needs to be updated
- identify where test procedures do not match the evidence available
- improve consistency for future control updates
- create a stronger foundation for AI-generated test procedures

Bottom line

If the control is not described the way it is actually performed, the Required Evidence and Test Procedures will drift.

Start by fixing the Operating Procedure so the control reflects the real environment first. Then use that to refine the Required Evidence and Test Procedures.