Attachment

Responsibilities of Engagement Executives, Quality Assurance Reviewers and Engagement Leads

The Engagement Executive, Quality Assurance Reviewer and Engagement Lead must be subject matter experts in the field of information security and/or privacy, and current with their CCSFP designations. In addition, the Quality Assurance Reviewer is an experienced professional employed by the firm who was not involved in the actual performance of the assessment engagement but serves as an independent reviewer to provide assurances on engagement quality and execution.

Engagement Executive Responsibilities

- Owns the relationship with the client for the HITRUST CSF Assessment
- Is responsible for the financial results of the assessment
- Reviews and approves the scope and test plan
- Identifies and ensures appropriate engagement staffing
- Attends client meetings or interacting with the client and engagement team via telephone or written communication
- Ensures the engagement meets the client's needs/requirements
- Addresses and resolves any client service issues
- Monitors engagement economics/hours
- Reviews testing results to ensure engagement results reflect the work performed

Quality Assurance Reviewer Responsibilities

- Reviews the following engagement documents:
    - o Engagement scope and staffing to ensure appropriateness and experience of the engagement team
    - o Narratives provided by the client related to Scope of Systems included in the HITRUST CSF Assessment
    - o Test plan to ensure all work is complete and thorough
- Ensures the engagement execution meets internal quality assurance requirements and HITRUST CSF Assurance Program requirements, including:
    - o Adequacy and completeness of the workpapers
    - o Exception handling and documentation
    - o Evidence of appropriate level of workpaper review

Engagement Lead Responsibilities

- Documents the scope and creates the test plan
- Determines appropriate sample and sampling criteria
- Coordinates all aspects of fieldwork
- Performs and/or oversees all testing procedures
- Consolidates and analyzes test results
- Ensures the appropriateness of the workpapers and their review
- Performs and/or oversees documentation of results into the HITRUST MyCSF
- Coordinates Engagement Executive and Quality Assurance reviews and addresses any issues