

Use this checklist **in the weeks before your CMMC Level 2 assessment** to verify your evidence is accurate, complete, and demonstrable.

1 Documentation

Is everything final, specific, and current?

- All documents are in final form — no 'Draft' watermarks or placeholder text
- Every policy has a review or version date within the past year
- SSP explains how each control is met — not just 'met' or 'see Policy X'
- SSP and supporting policies are consistent — no contradictions
- System configurations match what the SSP and policies describe
- Template boilerplate and instructions have been removed from all documents

2 Scope & Data Flow

Do you know where your CUI is — and can you prove it?

- A data flow diagram exists showing CUI from entry through disposal
- Network diagram includes every system touching CUI — hardware, cloud, endpoints
- Asset inventory matches the network diagram exactly (same systems, same count)
- Shadow IT has been identified — backups, printers, external consultants, cloud tools
- Scope boundary is clearly defined and documented in the SSP

3 Evidence Examples

Can you demonstrate controls consistently — not just once?

- 3–5 examples ready for key controls (MFA, access control, logging) across systems
- MFA demonstrated for standard users, admins, and remote/VPN access
- Training records exist for employees hired at different times — no multi-year gaps
- Access control shown for multiple users with different permission levels
- No evidence prepared on a single 'showcase' system while others go unchecked

4 Interview Readiness

Are the right people prepared to speak and demonstrate on demand?

- People in the interview room are the ones who actually do the work
- Each interviewee can state the policy, cite the control, and find it in the system
- No one will answer 'I think' or 'probably' — they know to redirect if unsure
- System admins can log into all relevant systems and find settings without fumbling
- Interview prep covers what to demonstrate, not just what to say

5 Remediation Awareness

Do you know what can be fixed — and what ends the assessment?

- Known gaps are documented in a POAM before the assessment begins
- All POAM items are closed before the formal assessment starts
- The team knows which findings can be fixed on the spot vs. within 10 business days
- Everyone understands that scope errors end the assessment immediately
- All assessment artifacts will be retained and stored for the required 6 years

"Your evidence is good enough when the assessor can examine it, interview about it, test it — and get the same answer all three times."

— Kevin Schaaff, Lead CMMC Assessor, BTI

About Kevin Schaaff

Kevin Schaaff is a Lead CMMC Certified Assessor (LCCA) and Provisional Instructor at Business Transformation Institute (BTI). This checklist is based on standards used by lead assessors in live CMMC Level 2 assessments.