ConMon Matrix Improvement Checklist

Tips from an Excel Aficionado
Reference: Moderate Impact templates GovRamp-Continuous Monitoring-Matrix_Rev5_V1.2

What are the most important changes needed in the current version?

- ☒ **Remove existing formula errors on the Executive Summary**
- ☐ **Protect the Stats summary sheet so it isn't modified**
- ☒ **Remove the excessive formula count on the Open POA&M tab (I have an idea)**
- ☐ **Ensure that stated drop downs exist**

What improvements can be made to assist S.P.s?

- ☐ Add popup explanations for each column (I can show you how) that match the Continuous Monitoring Guide. This will help alleviate common completion errors because the S.P. will get in-cell feedback.
- ☐ Add formulas to auto calculate the Executive Summary sheet (to the extent possible)
- ☐ **Identify if Critical findings need to have a R.A. to reduce to a High? The guidance given is they are part of the "High" vulnerability bucket, but they are clearly considered separate based on the data on the Stats Summary page. (I will include a proposed solution, but feel free to ignore or modify).**
- ☐ Add a "spare" formula over the Scheduled Completion Date in the Open POA &M sheet in case the formulas are deleted or overwritten with just the date and no formula.
- ☐ Add a Instructions tab with explanations of the excel formulas, and link to the Continuous Monitoring Guidance. This could reduce having to explain how to use excel to novices and reduce "paperwork" errors.

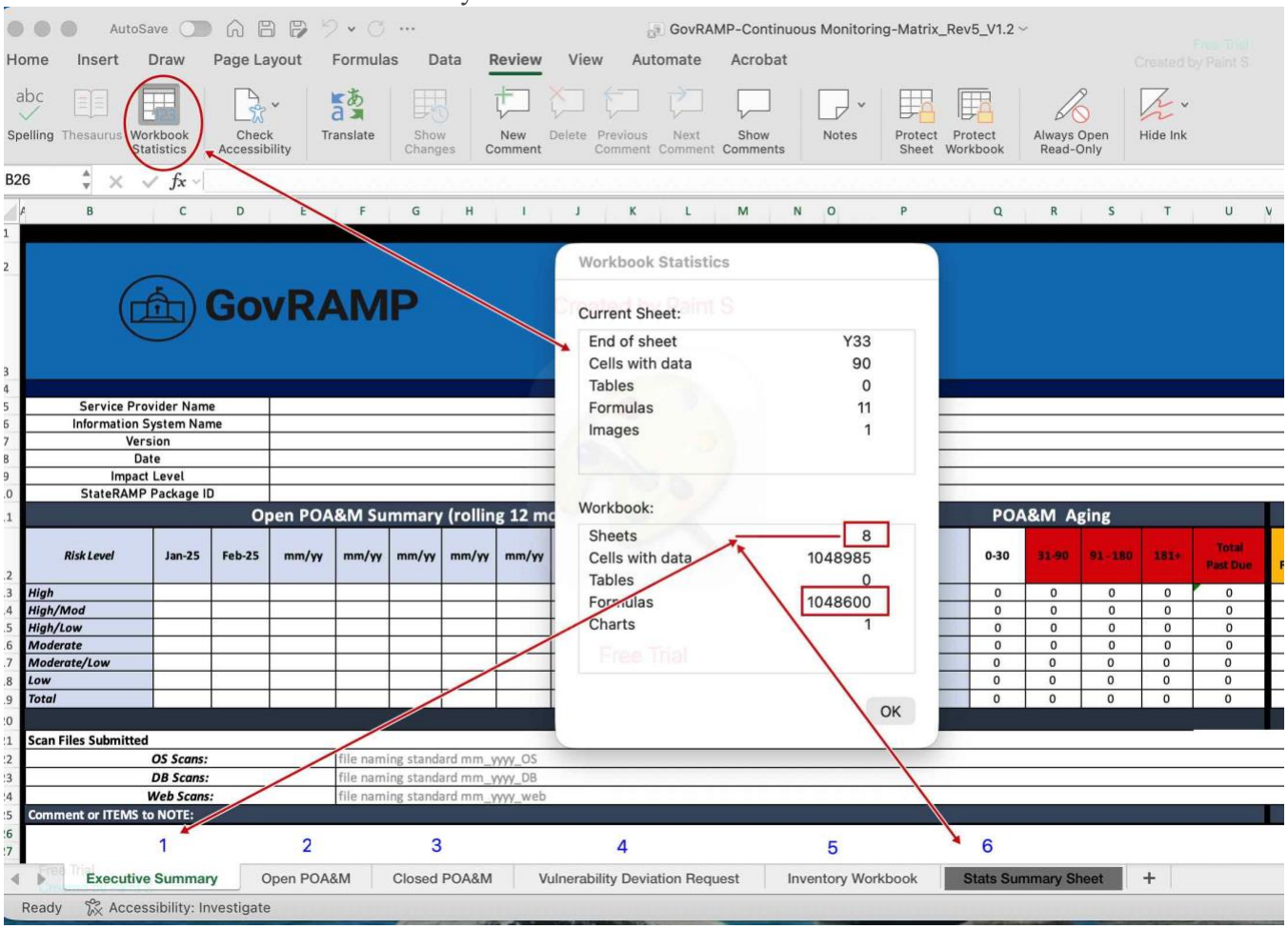
Super Fancy features…Nice to Haves.

- ☐ Add a calculation in the D.R. tab that will allow for auto calculation of the CVSS score. I have development one for v3.1. Super nice would to be to have the ability to select the CVSS score calculation or go beyond the base score to show the entire calculation including environmental score based on the impact level of the system. **(In development)**
- ☐ Add a configuration findings tab to show open STIGs and instructions on how to include those in the POA& M counts.
- ☐ Add a section on the executive summary that just addresses configuration management counts.
- ☐ Add a section that auto calculate current counts that can be copied and pasted into the Executive Summary by month.
- ☐ **Add a chart to track progress over the last 12 months. (TBD)**
- ☐ **Add a sheet to automate milestones generation per SP specifications. (in development)**

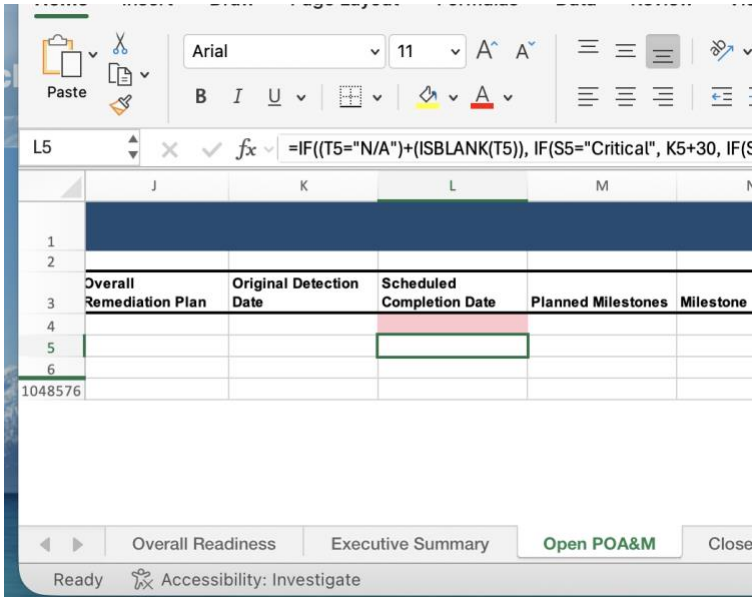
SCREENSHOTS OF CURRENT ISSUES

A. Some Basic info:

- Check number of pages in workbook stats.
- Unhide and remove unnecessary sheets



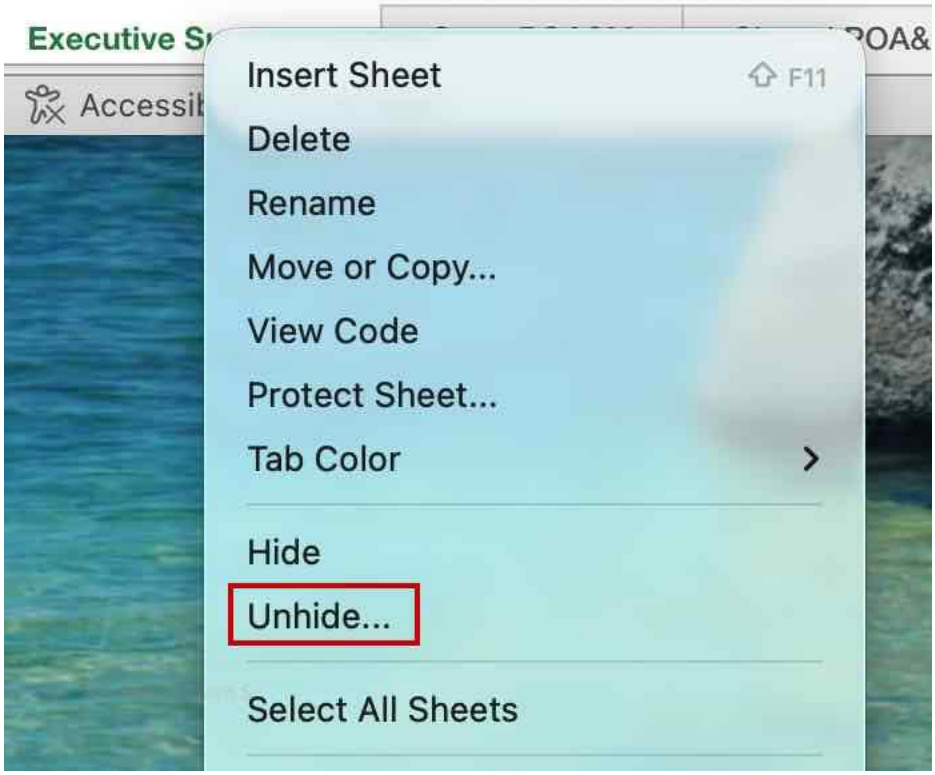
1. Please note that of the total 1,048,985 cells with data, 1,048,600 are formulas. Most relate to the formula for Column L "Scheduled Completion date" on Open POA&M sheet. I have captured it below and hidden almost a million rows to show the extent of the formulas.



I believe this was done to ensure that when individuals completing the worksheet move rows from the open sheet to the closed sheet, that they don't run out of formulas. It is good thinking but it causes some issues with load time and even the ability for some providers to use the worksheet online. We have experienced it refusing to open online after saving data from some of our products. The web version of excel just cannot handle large data sets.

I have an idea to help and will demonstrate later.

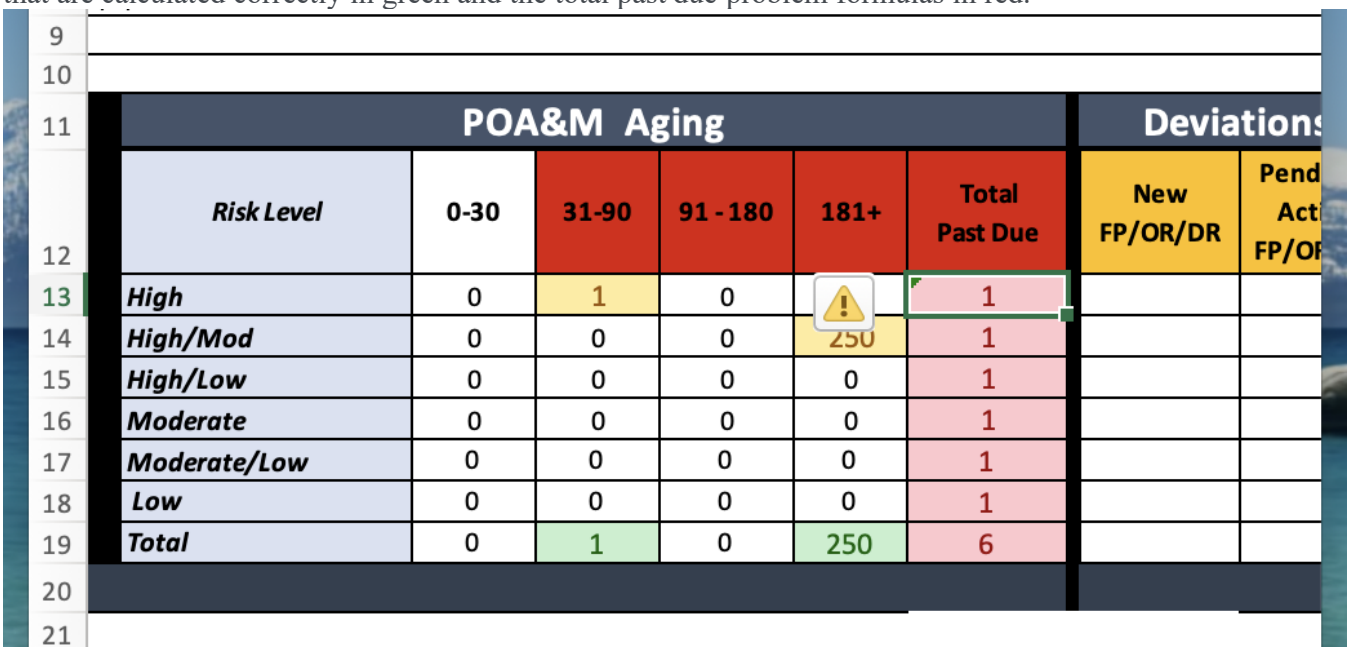
2. There are 8 pages and only 6 are visible. Avoid hidden sheets not being used to reduce Service Provider confusion. To see what is hidden, right click on any tab and select "unhide".



   a. Hidden sheets are graph with no data points "Overall Readiness," and
   b. "Misc" with what appears to be a list of attributes to judge overall readiness
   c. I could help you develop this if I understood it better.

B. Errors: There aren't many. In fact just one, "Total Past Due" Column U rows 13 to 19 have poor logic and do not show the statistics they are intended to show. I've highlighted my entries in yellow, the totals

that are calculated correctly in green and the total past due problem formulas in red.



POA&M Aging						Deviations	
Risk Level	0-30	31-90	91 - 180	181+	Total Past Due	New FP/OR/DR	Pend Act FP/OR
High	0	1	0		1		
High/Mod	0	0	0	250	1		
High/Low	0	0	0	0	1		
Moderate	0	0	0	0	1		
Moderate/Low	0	0	0	0	1		
Low	0	0	0	0	1		
Total	0	1	0	250	6		

As you can see, the past due column does not total up each row. I added a high number of past due High/Mod to illustrate this. What it does is take the total from the High row and just add 1 to each iteration for a erroneous total of 6 verses the correct figure of 251 past due. Eek!

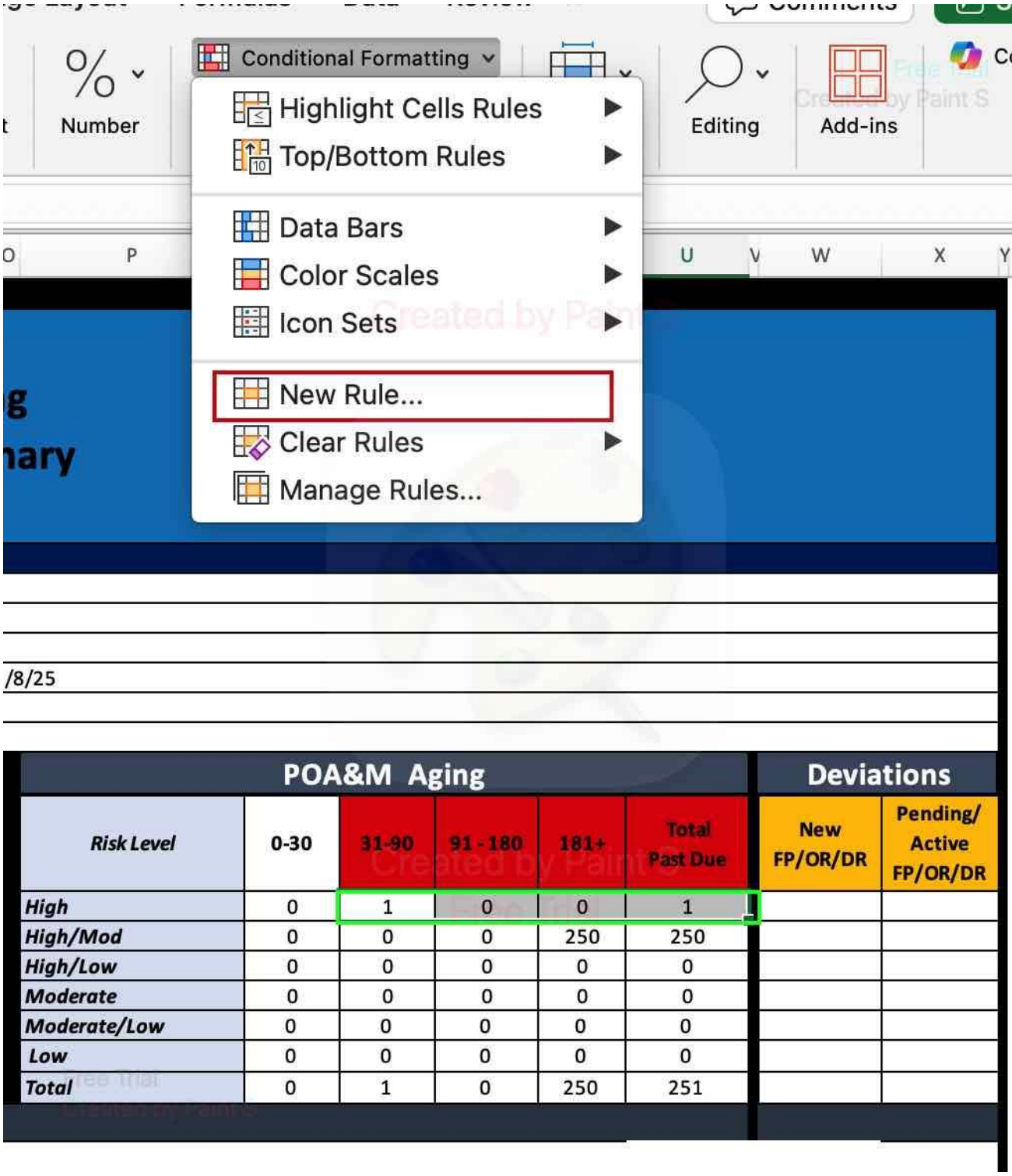
If you can see the yellow caution triangle, that is sign that excel itself recognizes a formula error. Let me outline how to fix.

Cell ID	Existing Problem Formula	Corrected Formula showing past due totals	Notes for your consideration
U13	=SUM(R13:T13)	None needed	
U14	=SUM(U13)	=SUM(S14:T14)	Calculating on reduced severity of Med to match that of High use this formula: =SUM(R14:T14)
U15	=SUM(U14)	=T15	Calculating on reduced severity of Low to match that of High use this formula: =SUM(R15:T15)
U16	=SUM(U15)	=SUM(S16:T16)	
U17	=SUM(U16)	=T17	Calculating on reduced severity of Low to match that of Moderate use this formula: =SUM(S17:T17)
U18	=SUM(U17)	=T18	
U19	=SUM(U13:U18)	None needed	

POA&M Aging						Deviations	
Risk Level	0-30	31-90	91 - 180	181+	Total Past Due	New FP/OR/DR	Pending/ Active FP/OR/DR
High	0	1	0	0	1		
High/Mod	0	0	0	250	250		
High/Low	0	0	0	0	0		
Moderate	0	0	0	0	0		
Moderate/Low	0	0	0	0	0		
Low	0	0	0	0	0		
Total	0	1	0	250	251		

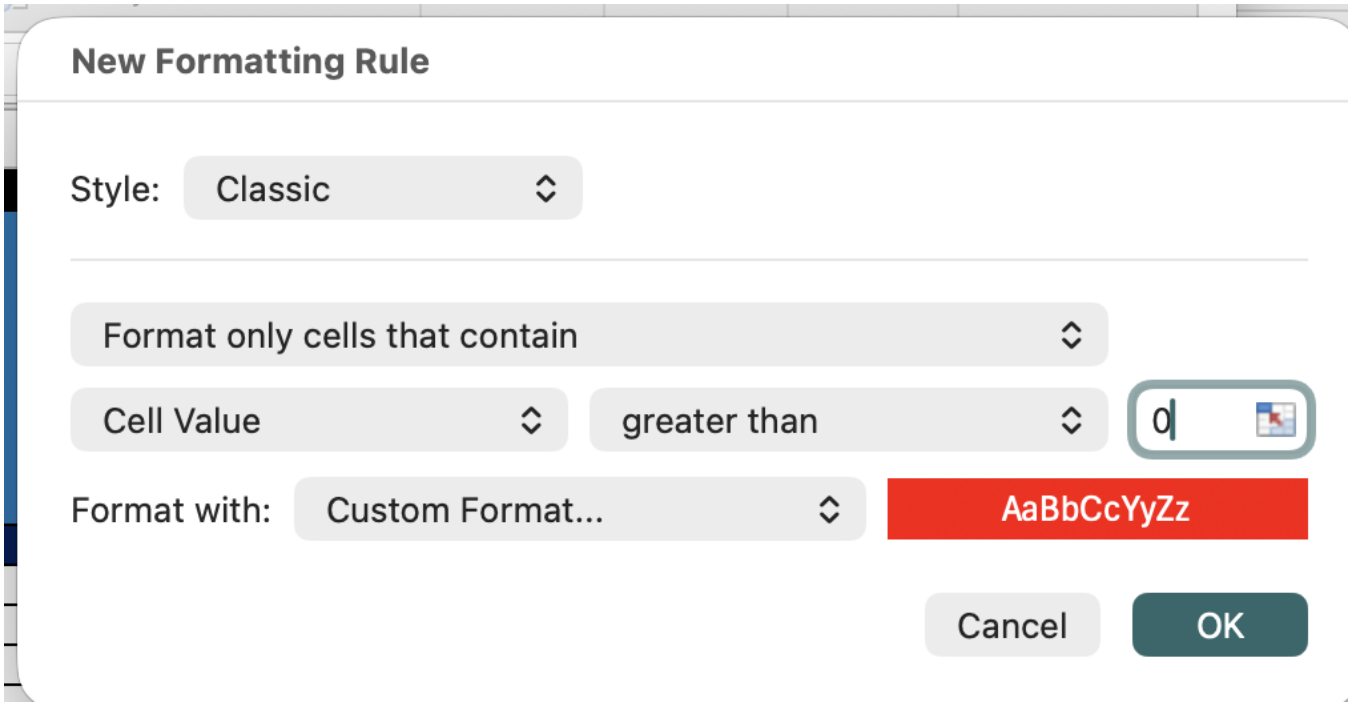
Summary with corrected formulas

3. Conditional Formatting that matches intention: First how to set conditional formatting.
    a. Select the cells you want to format
    b. Go to Home, Conditional Formatting, and create new rule. (this may look different depending on the version of Excel and your computer OS)



POA&M Aging						Deviations	
Risk Level	0-30	31-90	91 - 180	181+	Total Past Due	New FP/OR/DR	Pending/ Active FP/OR/DR
High	0	1	0	0	1		
High/Mod	0	0	0	250	250		
High/Low	0	0	0	0	0		
Moderate	0	0	0	0	0		
Moderate/Low	0	0	0	0	0		
Low	0	0	0	0	0		
Total	0	1	0	250	251		

Save new rule:

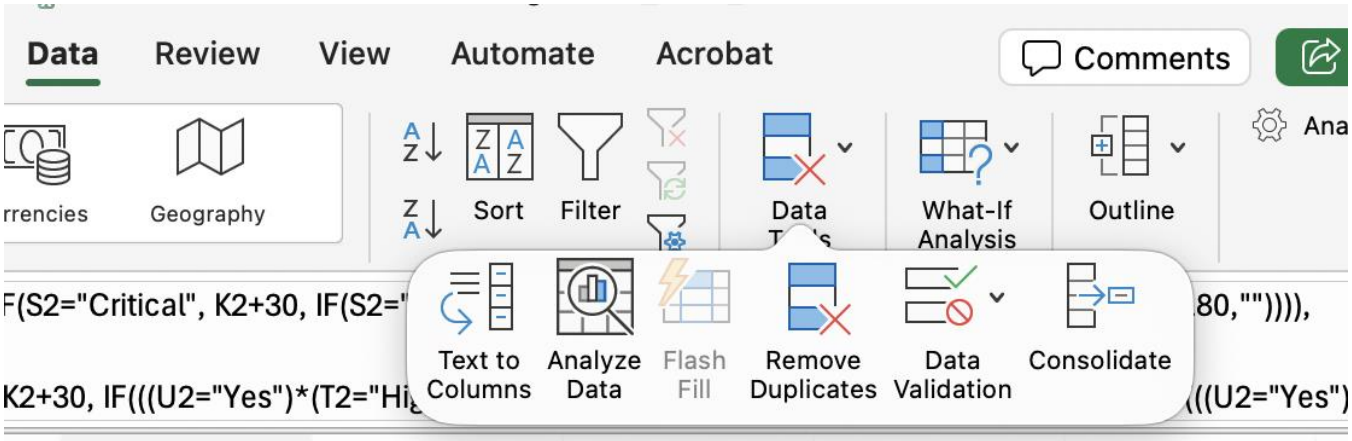


c. The following cells should have the following formulas to indicate overaged values:
   i. Values set with red background and white text, format applies when cell value over 0.
   ii. High: R13 to U13
   iii. High/Mod: S14 to U14
   iv. High/Low: T15 to U 15
   v. Moderate: S16 to U16
   vi. Moderate/Low: T17 to U 17
   vii. Low: T18 to U18

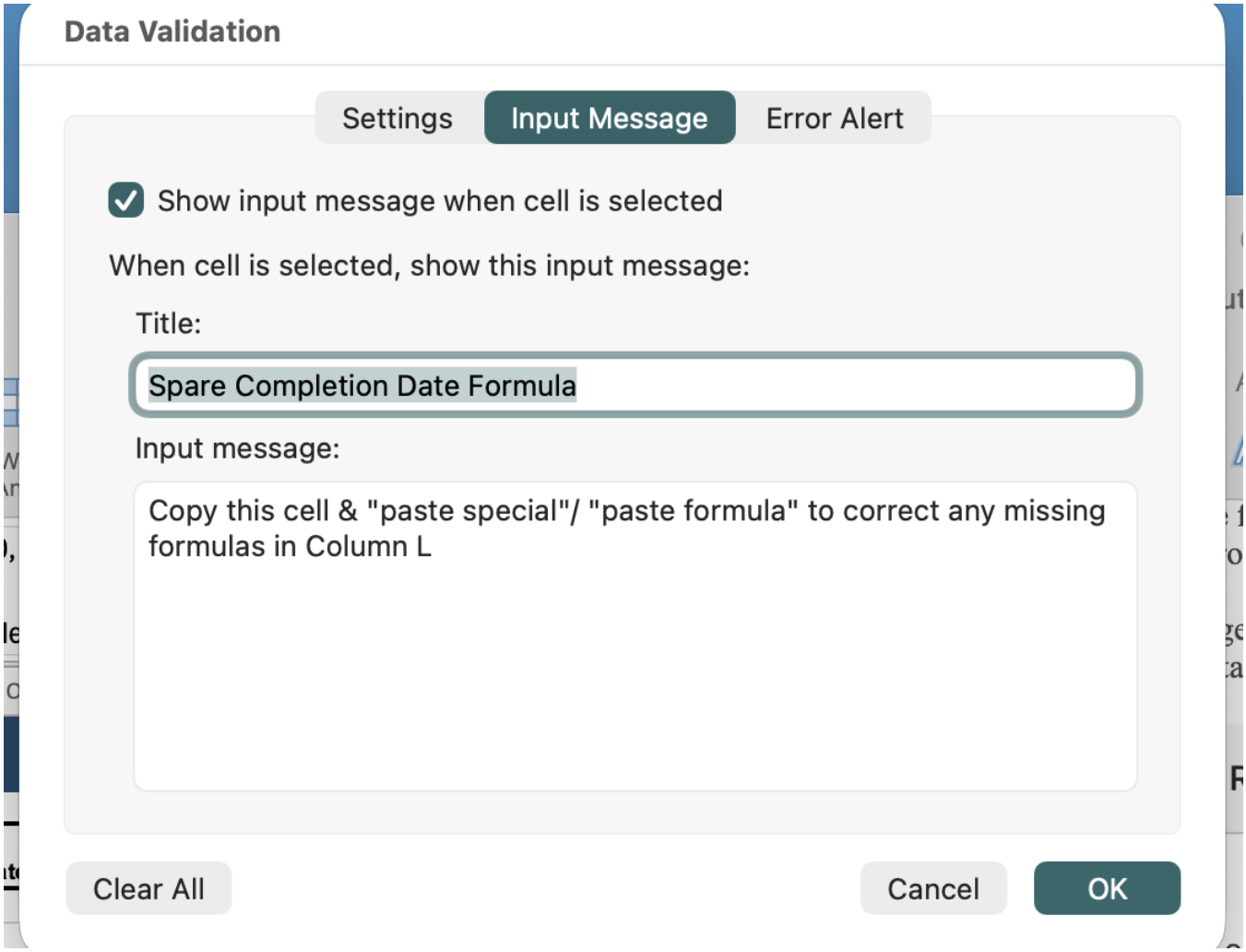
POA&M Aging						Deviations	
Risk Level	0-30	31-90	91 - 180	181+	Total Past Due	New FP/OR/DR	Pending/ Active FP/OR/DR
High	0	1	0	0	1		
High/Mod	0	0	0	250	250		
High/Low	0	0	0	0	0		
Moderate	0	0	0	0	0		
Moderate/Low	0	0	0	0	0		
Low	0	0	0	0	0		
Total	0	1	0	250	251		

SCREENSHOTS OF FUNCTIONAL IMPROVEMENTS

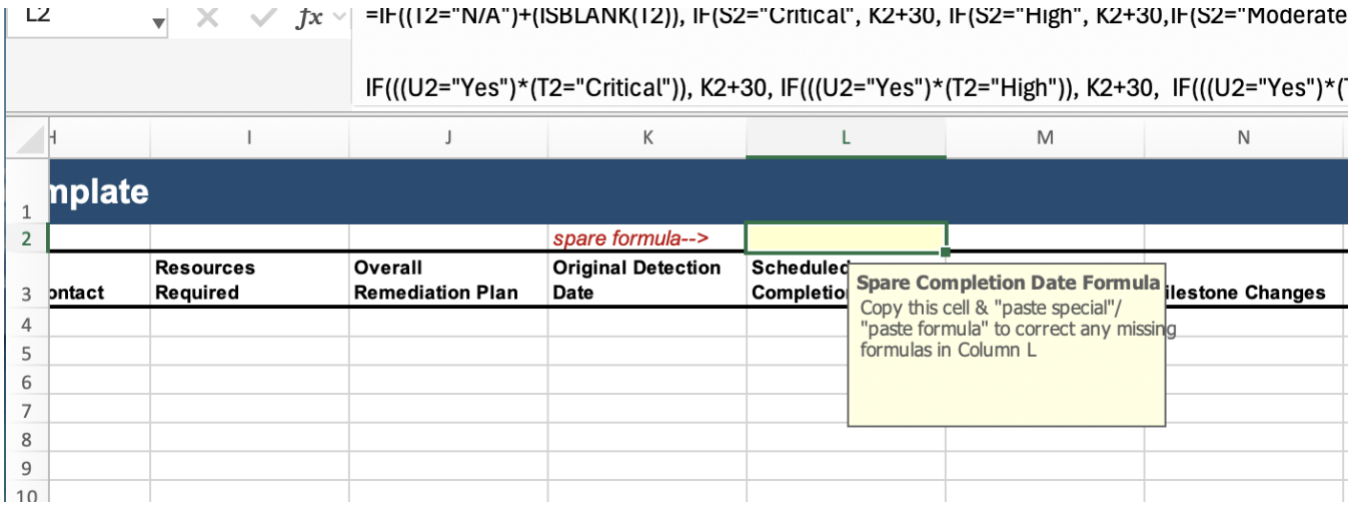
1. **Solving the too many formula & worksheet latency problem.**
    a. I believe the reason for so many formulas on the Open POA&M sheet is when a SP deletes a row or moves it to the closed sheet….the formula in the Scheduled completion date column persists.
    b. Great idea! Let's make it work better.
        i. **How to & Spare formulas.** Education of excel functions should be included in the worksheet. Such as a simple list of formulas used, there purpose, and a place to copy clean formulas from in case the one there is deleted
        ii. **Tables.** You can insert a table, with instructions on how to grow it when needed, thus limiting the number formulas on the sheet at any given time. I will demonstrate.
2. **Demonstration of improvement ideas:**
    a. **Creating an in sheet spare formula:**
        i. Copy the formula from L4 and paste it into L2 above the report.
        ii. Select Cell L2.
        iii. Create a cell message:
            1. Go to Data tab, depending on your version, select "data tools" or "data validation"



3.
    1. On Data Validation popup, under input message save the following or a similar explanatory message:

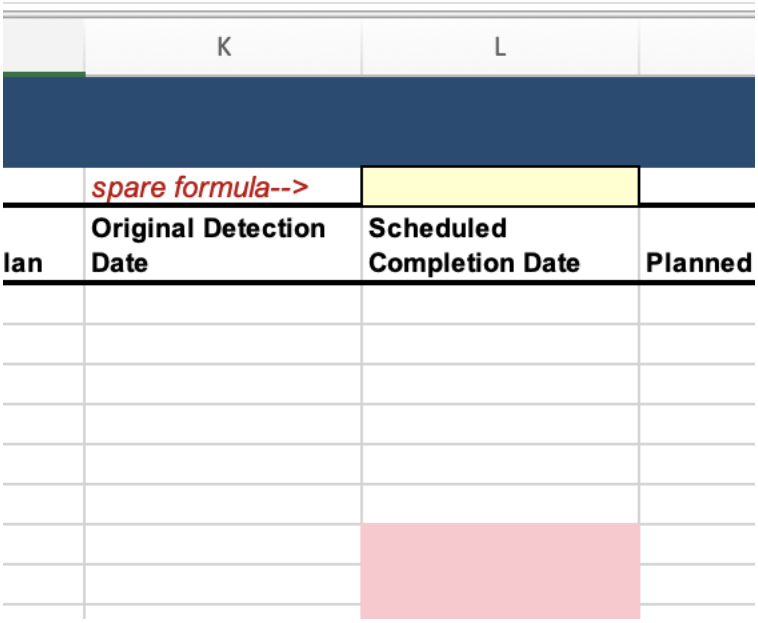
4. 

1. **Enter "spare formula→" in Cell K2 & highlight L2 to indicate special cell. When cell L2 is selected you now get a popup message:**

5. 

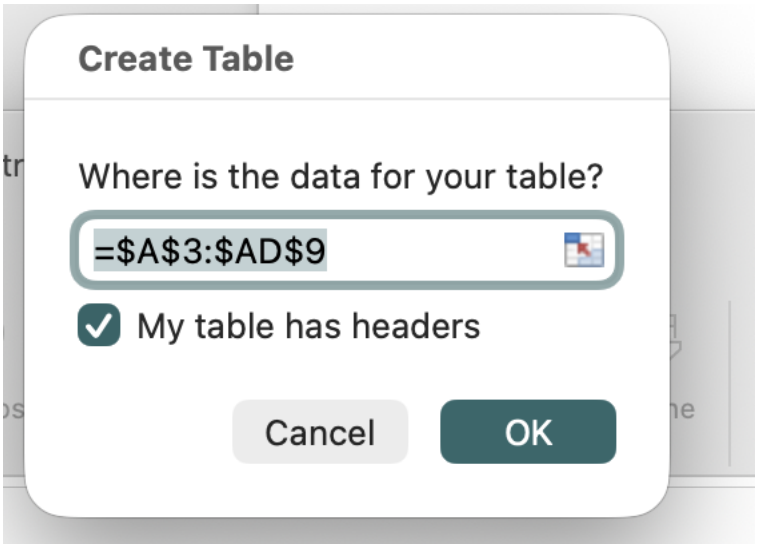
1. **Optional:** create a table to auto populate Column L with new formulas when new rows created. A table will also assist in other special calculations that will be specified later. (column L's formulas were all deleted below row 9, as shown by the conditional pink formatting)

a.

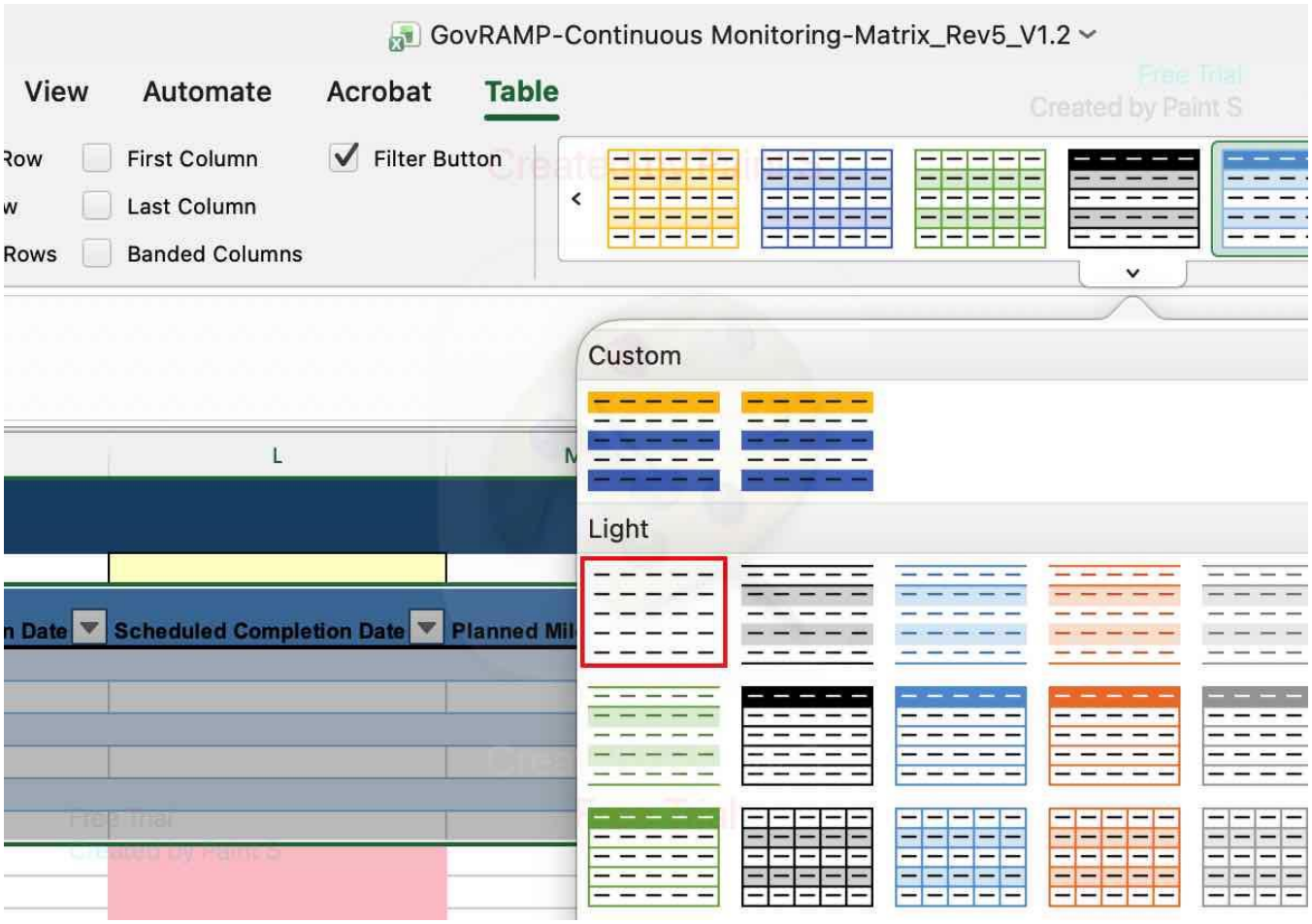


b. Cells from A3 to AD9 selected,

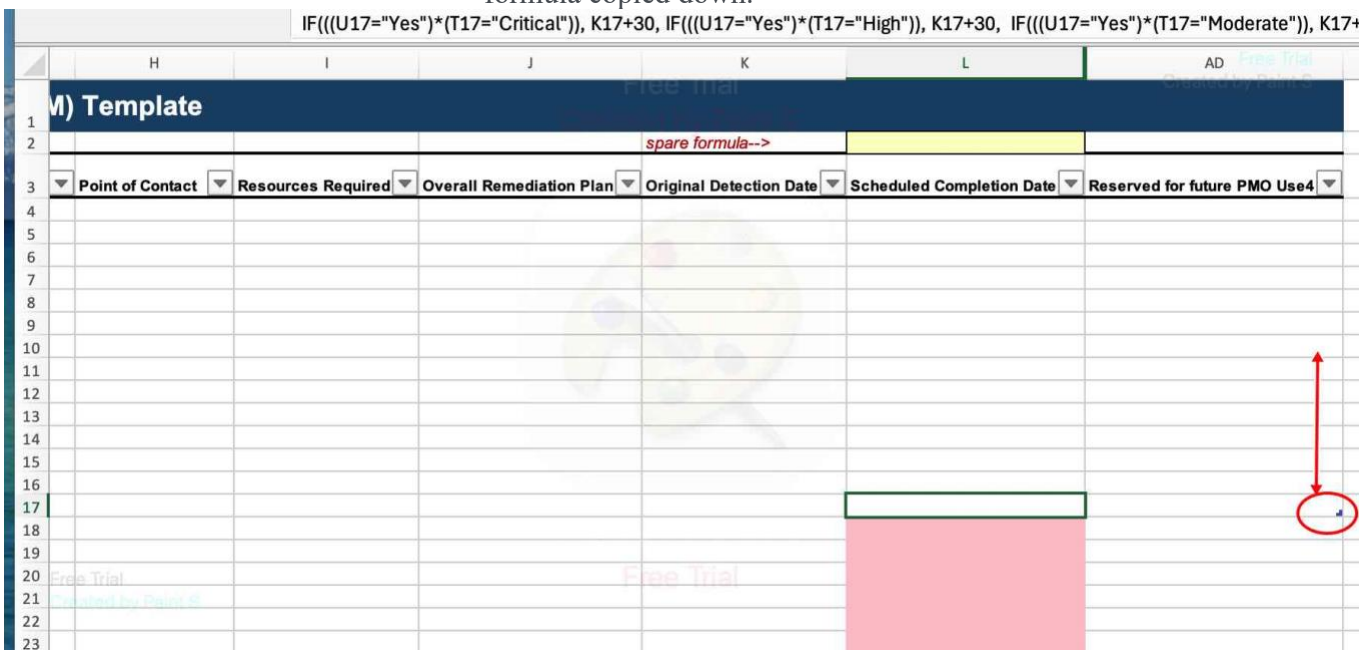
c. Go to “Insert” tab and select “table”



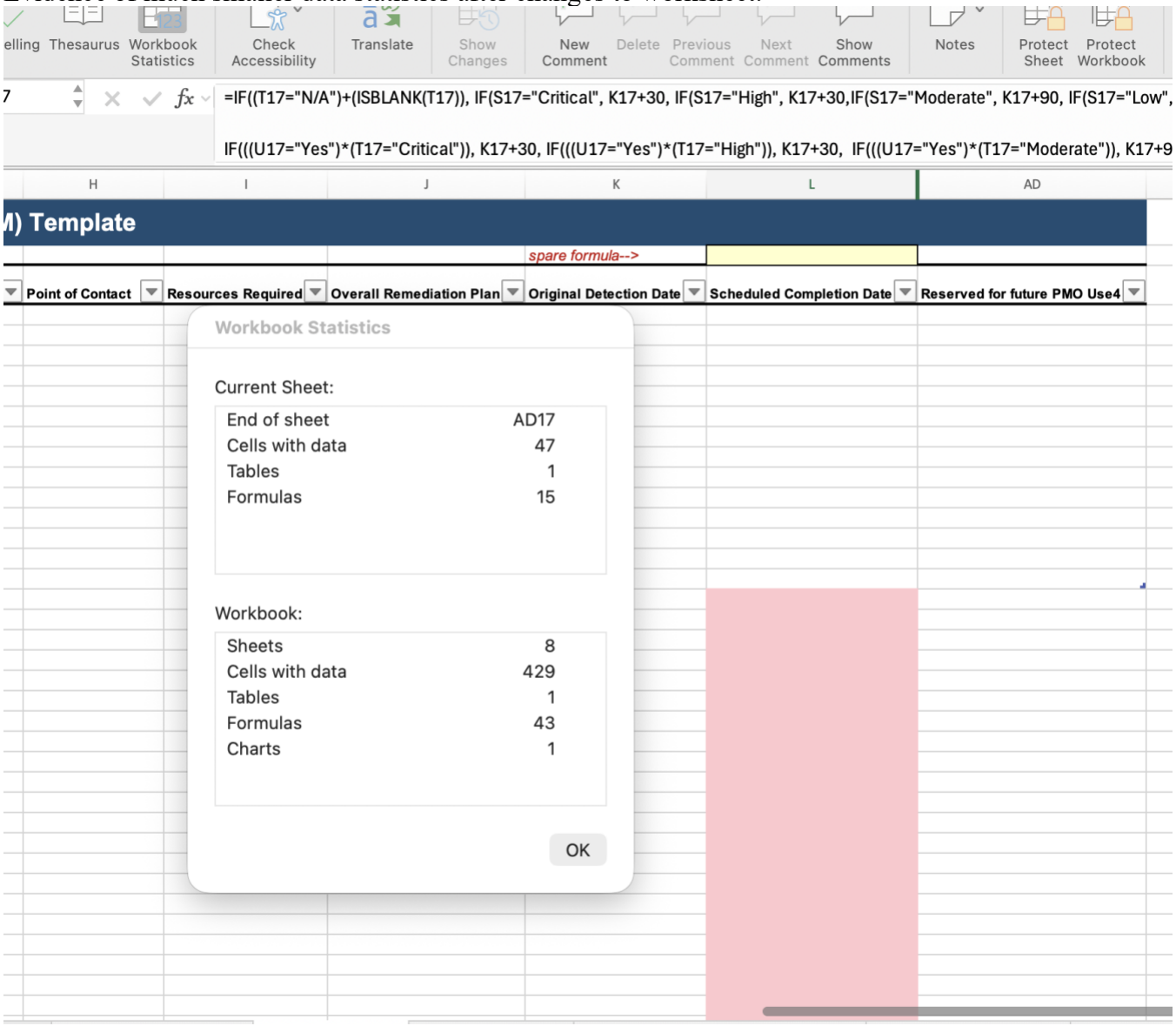
d. Table created but you can change formatting to be plain



e. When you drag the lower right corner of the table down to new rows it adds more of the formula in column L (I have hidden some columns to capture this. Please note cursor is in L17 & you can see the formula in the formular bar at top of screen. If anyone pastes in a row below the table, it will be automatically added to the table with the formula copied down.

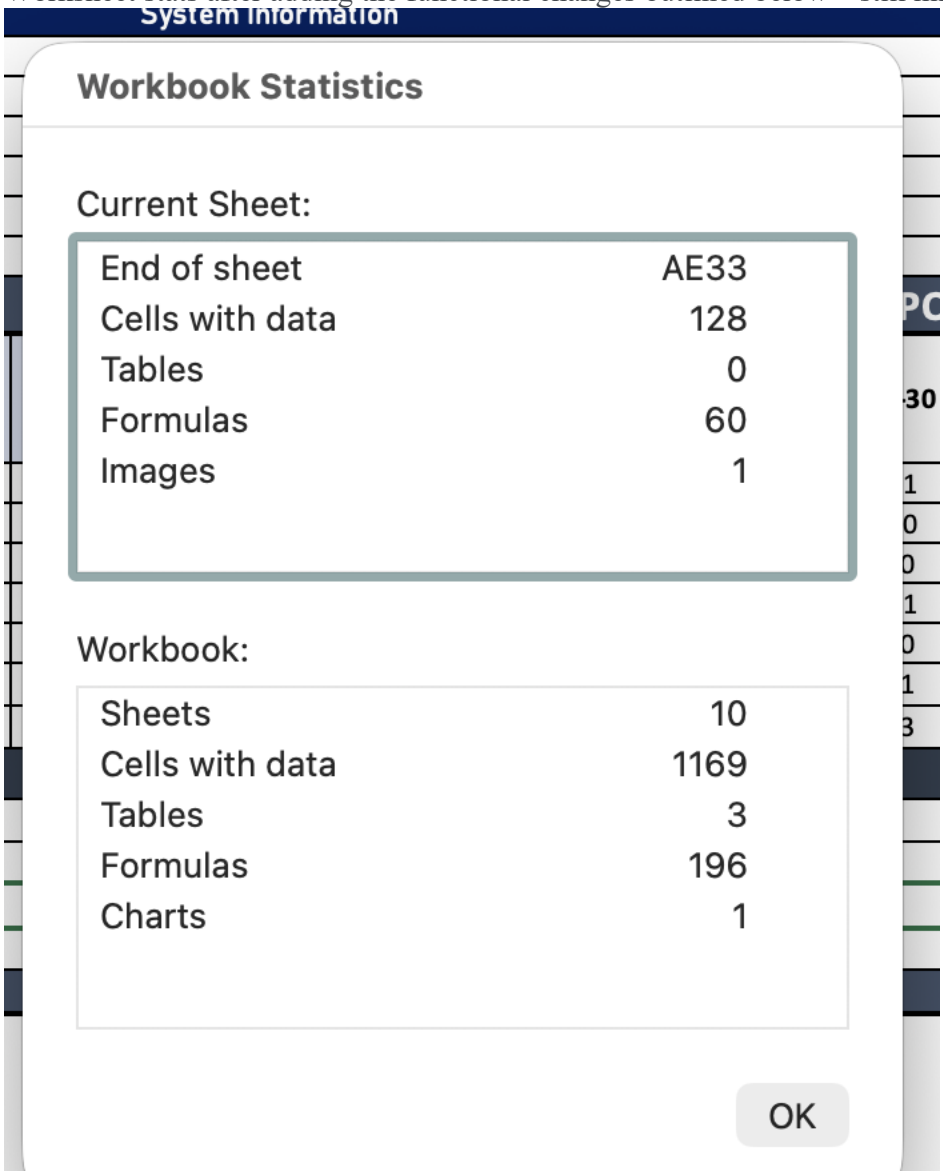


Evidence of much smaller data statistics after changes to worksheet:

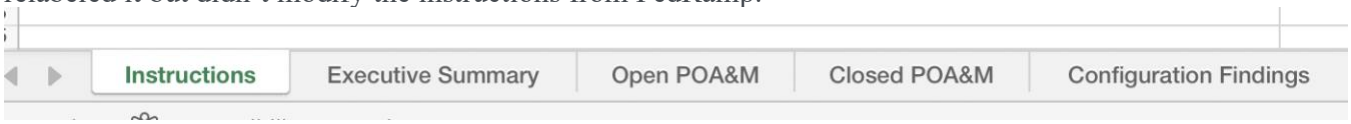


SCREENSHOTS OF FANCY FUNCTIONAL IMPROVEMENTS

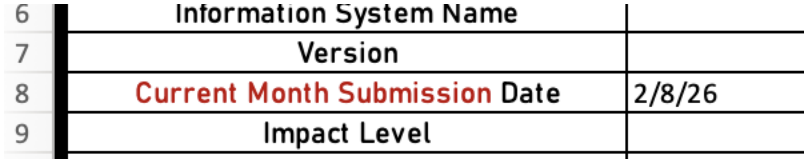
1. Worksheet stats after adding the functional changes outlined below—still millions of formulas less:



2. **Configuration Management sheet should be standardized.** It could conform to the DISA STIGs/Stig Viewer tool or could look like the sheet that FedRamp added (similar to the POA&M sheet). I've copied the one from FedRamp and included the instructions sheet modified to show GovRamp branding.
3. **Instruction sheet should be modified to include all GovRamp special instructions.** I simply relabeled it but didn't modify the instructions from FedRamp.



4. Date on **Executive Summary Sheet** should be defined. **Monthly submission date** makes the most sense and should be standardized to meet the actual submission date.



5.

6. **Tallies**- current open POA&Ms and Configuration Findings
    a. Current monthly Open POA&M sheet, includes 1 count per CM-6 category. .
    b. Open configuration findings. Listed separately from the overall summary, but can be used by GovRamp to show current count. Do you want to add those into the rolling totals?
    c. SP will just need to copy and paste current total into the rolling summary each month before submission

Current open POA&Ms. Copy and paste special (values) prior to each month's submission	
High	4
High/Mod	1
High/Low	0
Moderate	4
Moderate/Low	1
Low	4
Total	14

Current open Configuration Findings. These are included as one POA&M for each category.	
Cat I	8
Cat II	6
Cat III	2
Total	16

7. **Auto Calculatations for Aged List and DR requests**. I added some columns to the open POAM at the end to make it work. Shows both current age based on today's date and age per the Monthly submission. All calculations on the exec summary sheet show from the current submission date. That way it is a monthly "snap shot".
    a. It appears that GovRamp looks for problems on the Stats Summary sheet. Items that are outside the threshold of acceptable overaged numbers. The executive summary seems to be largely for the SPs, to keep them on task and give them an overview of what is happening.
    b. But SPs have to add up each months counts manually and that can lead to errors and lost productivity. Solution to add some columns on the open POA&M sheet that will auto calculate the totals.

POA&M Aging						Deviations	
Risk Level	0-30	31-90	91 - 180	181+	Total Past Due	New FP/OR/DR	Pending/ Active FP/OR/DR
High	1	2	1	0	3	0	1
High/Mod	0	1	0	0	0	0	1
High/Low	0	0	0	0	0	0	0
Moderate	1	3	0	0	0	0	0
Moderate/Low	0	1	0	0	0	0	1
Low	1	3	0	0	0	0	2
Total	3	10	1	0	3	0	5

Embedded formulas to do the math automatically. Point of Reference date used is the Monthly submission date and is calculated from the original detection date.

NEW ESPECIAL FORMULAS

Executive Summary Sheet:

Open POA&M Aging (excludes the corrections to Totals in Column U already outlined)

Risk Level	0-30	31-90	91-180	181+
High (cells Q13:T13)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!U:U,"no",'Open POA&M'!AG:AG,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!U:U,"no",'Open POA&M'!AG:AG,TRUE) + COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"high",'Open POA&M'!AG:AG,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!U:U,"no",'Open POA&M'!AH:AH,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!U:U,"no",'Open POA&M'!AH:AH,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"high",'Open POA&M'!AH:AH,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!U:U,"no",'Open POA&M'!AI:AI,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!U:U,"no",'Open POA&M'!AI:AI,TRUE)+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"high",'Open POA&M'!AI:AI,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!U:U,"no",'Open POA&M'!AJ:AJ,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!U:U,"no",'Open POA&M'!AJ:AJ,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"high",'Open POA&M'!AJ:AJ,TRUE)
High/Mod (Q14:T14)	=COUNTIFS('Open POA&M'!S:S,"H	=COUNTIFS('Open POA&M'!S:S,"Hig	=COUNTIFS('Open POA&M'!S:S,"High",'Open	=COUNTIFS('Open POA&M'!S:S,"High",' Open

	igh",'Open POA&M'!T:T," Moderate",'Open POA&M'!AG:AG,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"moderate",'Open POA&M'!AG:AG,TRUE)	h",'Open POA&M'!T:T,"moderate",'Open POA&M'!AH:AH,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"moderate",'Open POA&M'!AH:AH,TRUE)	POA&M'!T:T,"moderate",'Open POA&M'!AI:AI,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"moderate",'Open POA&M'!AI:AI,TRUE)	POA&M'!T:T,"moderate",'Open POA&M'!AJ:AJ,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"moderate",'Open POA&M'!AJ:AJ,TRUE)
High/Low (Q15:T15)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"low",'Open POA&M'!AG:AG,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"low",'Open POA&M'!AG:AG,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"low",'Open POA&M'!AH:AH,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"low",'Open POA&M'!AH:AH,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"low",'Open POA&M'!AI:AI,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"low",'Open POA&M'!AI:AI,TRUE)	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"low",'Open POA&M'!AJ:AJ,TRUE) +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"low",'Open POA&M'!AJ:AJ,TRUE)
Moderate (Q16:T16)	=COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!U:U,"no",'Open POA&M'!AG:AG,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AH:AH,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AI:AI,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AJ:AJ,TRUE)
Moderate/Low (Q17:T17)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AG:AG,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AH:AH,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AI:AI,TRUE)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low",'Open POA&M'!AJ:AJ,TRUE)
Low (Q18:T18)	=COUNTIFS('Open POA&M'!S:S,"low",'Open	=COUNTIFS('Open POA&M'!S:S,"Low",'Open	=COUNTIFS('Open POA&M'!T:T,"Low",'Open	=COUNTIFS('Open POA&M'!U:U,"Low",'Open

	POA&M'!U:U,"no",'Open POA&M'!AG:AG,TRUE)	POA&M'!U:U,"no",'Open POA&M'!AH:AH,TRUE)	POA&M'!U:U,"no",'Open POA&M'!AI:AI,TRUE)	POA&M'!U:U,"no",'Open POA&M'!AJ:AJ,TRUE)
Total (Q19:T19)	=SUM(Q13:Q18)	=SUM(R13:R18)	=SUM(S13:S18)	=SUM(T13:T18)

Deviations

Risk Level	**New FP/OR/DR**	**Pending/ Active FP/OR/DR**
High (cells W13:X13)	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"High",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,"<31")+ COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"High",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,"<31") +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,"<31") +COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,"<31")	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"High",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"High",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,">30") +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,">30") +COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"high",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,">30")
High/Mod (W14:X14)	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Moderate",'Open	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Moderate",'Open

	POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,"<31")+ COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")	POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Moderate",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")
High/Low (W15:X15)	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,"<31")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")	=COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30") +COUNTIFS('Open POA&M'!S:S,"Critical",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")
Moderate (W16:X16)	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,"<31") +COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,"<31")	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,">30") +COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,">30")

Moderate/Low (W17:X17)	=COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,"<31")+ COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,"<31")	=COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"pending approval",'Open POA&M'!AE:AE,">30")+ COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!T:T,"Low",'Open POA&M'!U:U,"yes",'Open POA&M'!AE:AE,">30")
Low (W18:X18)	=COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,"<31")+COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,"<31") +COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,"<31")	=COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!V:V,"yes",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"Low",'Open POA&M'!V:V,"pending approval",'Open POA&M'!AE:AE,">30")+COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!W:W,"pending approval",'Open POA&M'!AE:AE,">30") +COUNTIFS('Open POA&M'!S:S,"LOw",'Open POA&M'!W:W,"yes",'Open POA&M'!AE:AE,">30")
Total (W19:X19)	= SUM(W13:W18)	=SUM(X13:X18)

Tallies

Current open POA&Ms.

High	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!U:U,"no") +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!U:U,"no") + COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"high")
High/Mod	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"Moderate") +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"Moderate")
High/Low	=COUNTIFS('Open POA&M'!S:S,"High",'Open POA&M'!T:T,"low") +COUNTIFS('Open POA&M'!S:S,"critical",'Open POA&M'!T:T,"low")
Moderate	=COUNTIFS('Open POA&M'!S:S,"Moderate",'Open POA&M'!U:U,"no")
Moderate/Low	=COUNTIFS('Open POA&M'!S:S,"moderate",'Open POA&M'!T:T,"low")
Low	=COUNTIFS('Open POA&M'!S:S,"low",'Open POA&M'!U:U,"no")
Total	=SUM(AB13:AB18)

Current open Configuration Findings.

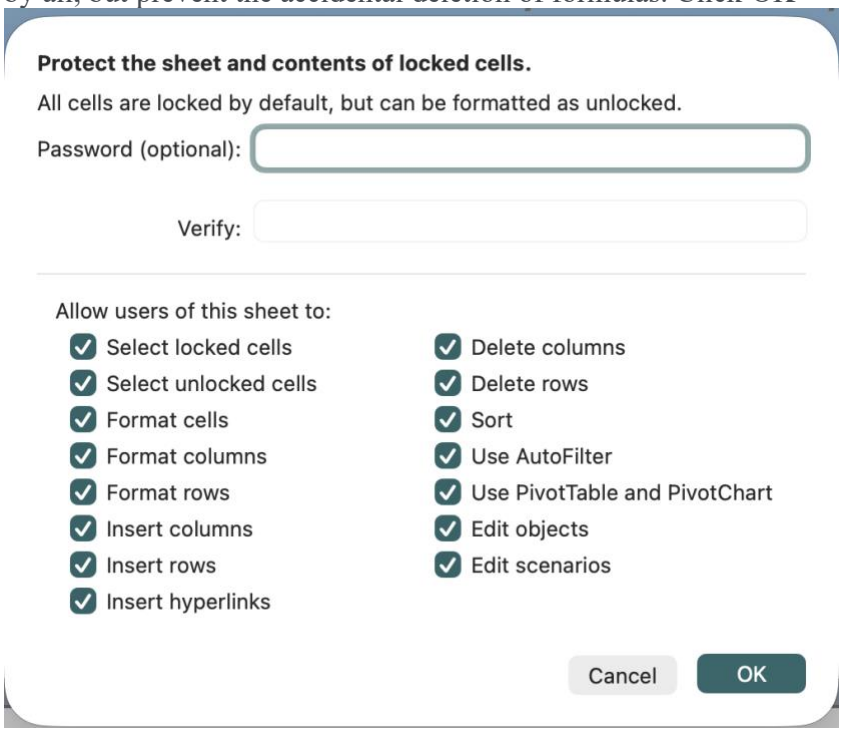
Cat I	=COUNTIFS('Configuration Findings'!Q:Q,"High") +COUNTIFS('Configuration Findings'!Q:Q,"Critical")
Cat II	=COUNTIFS('Configuration Findings'!Q:Q,"Moderate")
Cat III	=COUNTIFS('Configuration Findings'!Q:Q,"Low")
Total	=SUM(AE13:AE15)

EXCEL VERSION TIPS.

Note: I just downloaded the latest version and am using a mac. Therefore the mechanism to lock cells is different than it is on PCs and older versions of MS Excel. You can find your version by checking the "about MS excel" in the drop down for either file or excel. The instructions here after will not apply to all versions of Excel but the concept is the same. Please do an internet search on how to perform the following actions in your version if it differs.

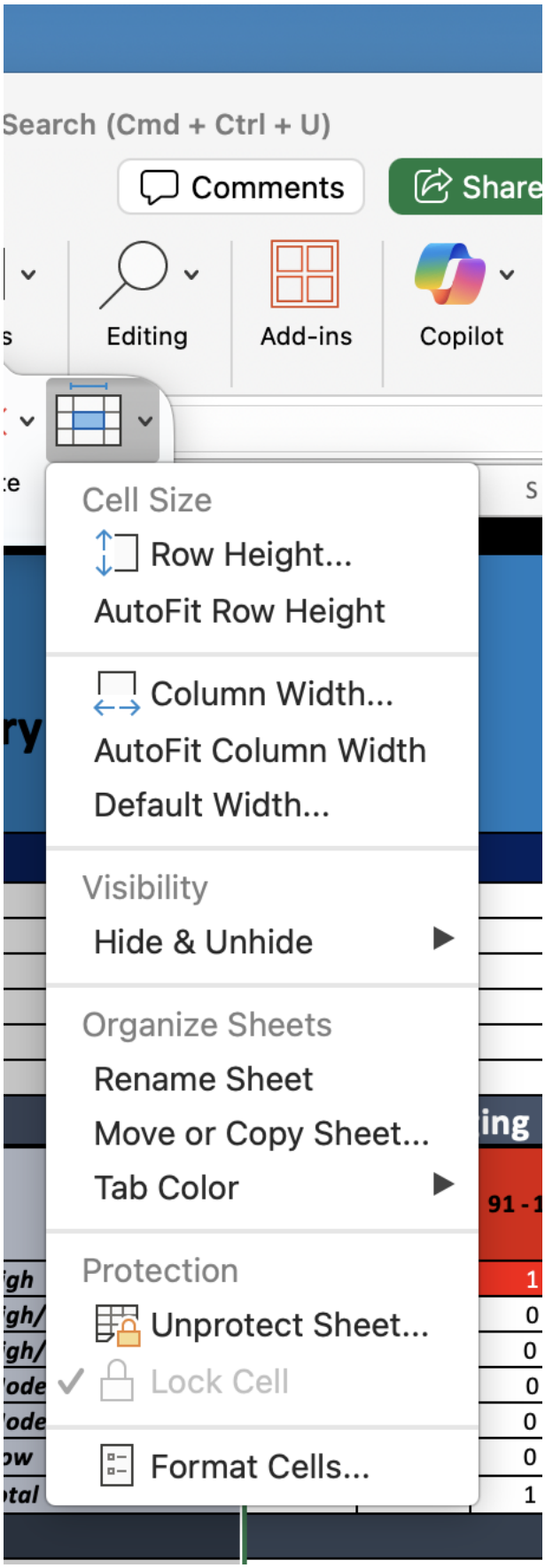
Protecting your formulas without preventing functionality

- You can protect your worksheet individually to prevent accidental deletion of formulas. I would only do this on the Executive Summary and the Stats Summary Sheets.
- Go to the Review tab and select "Protect Sheet". Click all the options so users can edit the worksheet fully. DO NOT CREATE A PASSWORD! This will make the sheet easily unprotected when needed by all, but prevent the accidental deletion of formulas. Click OK



- **All cells are initially locked. You have to unlock anywhere there will be user data. You really only need the cells with formulas locked, but these days excel locks cells by default rather than the reverse. Try to unlock all cells except for the ones with formulas.**
- **Quick and dirty method using a Mac.**
    - **Click and drag to select Cells A5 to X33. This will highlight area where SP's will want to make edits.**
    - **Go to Home tab and click on "Cells" and "Format Cells"**
    - **If you have already protected this sheet (good job you followed the instructions), you have to unprotect the sheet first then unlock cells. Click on "Lock Cells" to remove the**

lock.



- You will get an error, you can't do that with merged cells. I misled you again. To protect this sheet you will have to modify the merged cells first. It can be made to look

exactly the same as before, I will do that for the sample I'm sending. However, you will have to not used merged cells where you want to keep unlocked cells.

- **To make cells editable, simply select the cells, and uncheck the lock cell option.**
- **Then protect sheet as described before. Keep cells in the Aging, Deviation, and Tally sections locked.**
- **This is optional but not entirely necessary.**

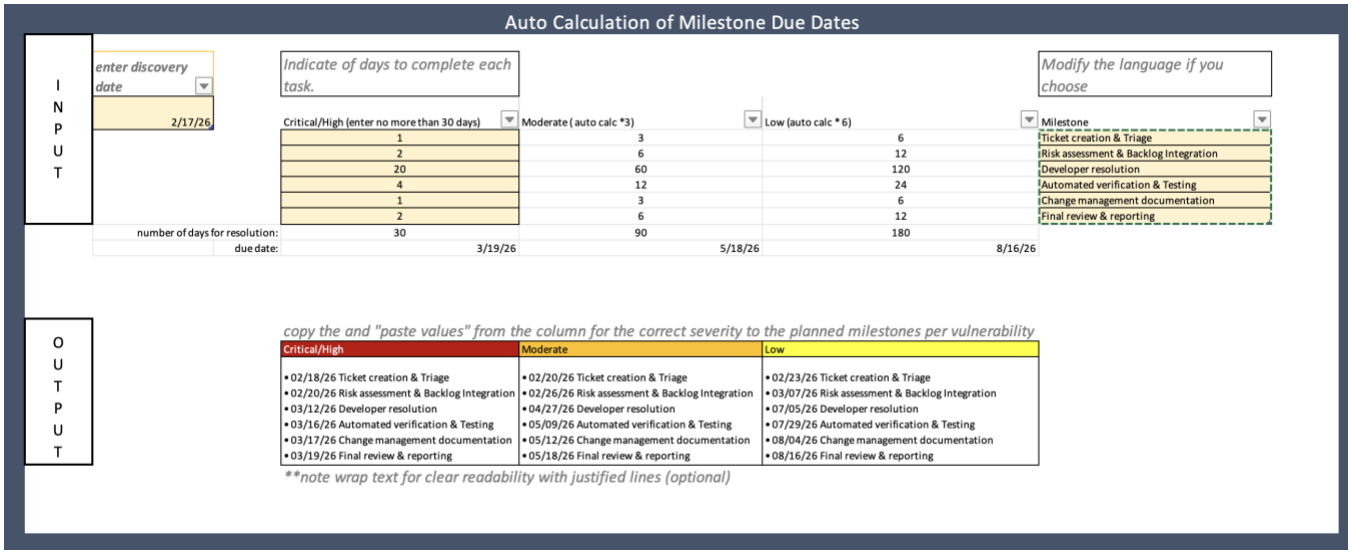
BONUS: MILESTONE PLANNING.

I created something similar to help my team automate the list of milestones. This one I am showing uses 6 milestones similar to what you would see from a team with a standard agile development process. After the scan date, or discovery date, you have the following:

Ticket creation & Triage
Risk assessment & Backlog Integration
Developer resolution
Automated verification & Testing
Change management documentation
Final review & reporting

These steps are part of the normal process for performing software updates. These could be altered to show the normal process for updating Operating systems or patching package vulnerabilities on Databases. Additional steps could be added or some can be reduced. Keep in mind that all steps must be achievable in the shortest timeframes for vulnerabilities. Critical or Highs need to be remediated in 30 days.

The sheet looks like this:



It can be customized in the light yellow sections (Cells C5; E6:E11; and H6:H11)

The output will create a bulleted list that can be pasted into the Planned Milestones in column M of the Open POA&M sheet. Please remember to copy the column for the severity of the specific vulnerability and use "paste values" to ensure you only paste the resulting text and not the underlying formulas.

Here is an example. A moderate vulnerability discovered on 2/17/2026 has until 5/18/2026 to be remediated (via the risk outcomes: mitigate, eliminate, transfer, or accept). Here are the planned

milestones generated by my formula the day of the scan:

"• 02/20/26 Ticket creation & Triage
• 02/26/26 Risk assessment & Backlog Integration
• 04/27/26 Developer resolution
• 05/09/26 Automated verification & Testing
• 05/12/26 Change management documentation
• 05/18/26 Final review & reporting"

I have given you some basic tools to lock the formula cells whilst leaving the input cells unlocked and formattable, so I will skip that step and just list the formulas needed to create this sheet.

YOU WILL NEED TO INSERT 2 TABLES.

First Type into Cell C4:	Enter Discovery Date

To create the table select cells C4 & C5 by clicking and dragging your mouse; then go to "insert" in the menu bar and click on "table." Be sure to check your table has headers.

You can leave the one cell of your table blank for now, but I find it helpful to enter a date so your formulas will populate later. To get it to always be todays date enter the formula =today() .

Table 4 (mine was just named this, you can name it what ever or let excel auto populate the name)

First Type into Cells E5 to H5	Labels
E5	Critical/High (enter no more than 30 days)
F5	Moderate (auto calc *3)
G5	Low (auto calc * 6)
H5	Milestone

To create the table select cells E5 to H11 by clicking and dragging your mouse; then go to "insert" in the menu bar and click on "table." Be sure to check your table has headers.

Now for your first set of formulas in Table 4.

Cells E6:E11 (input numbers)	Cells F6:F11 (formula)	Cells G6:G11(formula)	Cells H6:H11 (input text)
1	=E6*3	=E6*6	Ticket creation & Triage
2	=E7*3	=E7*6	Risk assessment & Backlog Integration
20	=E8*3	=E8*6	Developer resolution
4	=E9*3	=E9*6	Automated verification & Testing
1	=E10*3	=E10*6	Change management documentation
2	=E11*3	=E11*6	Final review & reporting

The next few lines are not part of the table but do have formulas
Row 12: "number of days for resolution" (Cell D12) then under each table column, cells E12:G12 have a sum formula each table column:

=SUM(E6:E11)	=SUM(F6:F11)	=SUM(G6:G11)

Use these sums to make sure you haven't gone over the resolution timeframes in the table for each of your severities (30 days, 90 days, 180 days).

On the next row you can check your due dates based on the vulnerability discovery date

=Table1[enter discovery date]+E12	=Table1[enter discovery date]+F12	=Table1[enter discovery date]+G12

Okay now to create the Milestones dates per severity found on the discover date.

Input the following texts (you may color code if you want)
This does not have to be a table.

Cell:	E19	F19	G19
Text:	Critical/High	Moderate	Low
Cell:	E20	F20	G20
Formula:	="•"& " "& TEXT((Table1[enter discovery date]+E6),"mm/dd/yy")&" "&H6&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(E6:E7)),"mm/dd/yy")&" "&H7&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(E6:E8)),"mm/dd/yy")&" "&H8&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(E6:E9)),"mm/dd/yy")&" "&H9&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(E6:E10)),"mm/dd/yy")&" "&H10&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(E6:E11)),"mm/dd/yy")&" "&H11	="•"& " "& TEXT((Table1[enter discovery date]+F6),"mm/dd/yy")&" "&H6&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(F6:F7)),"mm/dd/yy")&" "&H7&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(F6:F8)),"mm/dd/yy")&" "&H8&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(F6:F9)),"mm/dd/yy")&" "&H9&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(F6:F10)),"mm/dd/yy")&" "&H10&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(F6:F11)),"mm/dd/yy")&" "&H11	="•"& " "& TEXT((Table1[enter discovery date]+G6),"mm/dd/yy")&" "&H6&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(G6:G7)),"mm/dd/yy")&" "&H7&" "&CHAR(10)&"•"& " "& TEXT((Table1[enter discovery date]+SUM(G6:G8)),"mm/dd/yy")&" "&H8&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(G6:G9)),"mm/dd/yy")&" "&H9&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(G6:G10)),"mm/dd/yy")&" "&H10&" "&CHAR(10)& "•"& " "& TEXT((Table1[enter discovery date]+SUM(G6:G11)),"mm/dd/yy")&" "&H11

As an alternative to the "•", you may try the Unicode Char(149). It is supposed to create a bullet, but did not work for me in my latest excel version.