

SAMPLE RESOURCE / ASSESSMENT

Connect findings to business decisions.

A blank executive summary and finding structure for an authorised assessment. No actual customer findings are included.

Engagement / reference

Assessment period

Report owner

1. Authorisation and scope

Authorised targets, business services and environment

Approved methods, test windows and stop conditions

Exclusions, access restrictions and evidence gaps

2. Executive summary prompts

- ☐ Describe what was assessed and the relevant business context.
- ☐ Explain material observations using evidence from the agreed scope.
- ☐ Identify decisions, dependencies and remediation ownership.

Priority / decision	Business relevance	Decision owner

Agree severity definitions before ranking findings. A scoped assessment is not a guarantee that every weakness has been identified.

ILLUSTRATIVE TEMPLATE - NO CLIENT DATA

SAMPLE RESOURCE / ASSESSMENT

Give each finding a route to closure.

Complete the evidence, impact and verification fields for each observed finding.

Finding ID	Title / affected component	
Observed condition and evidence reference		
Business impact, prerequisites and uncertainty		
Recommendation and implementation dependency		
Remediation owner	Target date	Priority
Retest method, evidence and result		

3. Residual actions and acceptance

Open action / residual issue	Owner	Validation / acceptance

Example wording: "Recheck the approved setting and capture new evidence after the change." Record incomplete validation as pending, not closed.

Reviewer	Retest / review date

ILLUSTRATIVE TEMPLATE - NO CLIENT DATA