**TITLE** (This is the title of your report and should be on a separate page)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**1: EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about - the progress of risk management, **6 months after** you commenced the action plan. Approx. ½ page)

**2: RISK MANAGEMENT ACTION PLAN** (min ½ page)

A summary overview of the action plan you did in Task 2

**3: IMPLEMENTATION PROGRESS** – summarise progress of each risk

**Risk 1: Banking Risk**

A 2-3 sentences introduction to the risk, the initial risk rating, the agreed treatment and the expected final residual risk rating. Then list the actions taken to date and what remains to be done – do this in bullet point form.

**Risk 2: Manager’s Travel Risk**

**Risk 3: By-Law Compliance Risk**

**Risk 4: Loss of Brand Recognition Risk**

**4: OUTCOMES & EVALUATION**– outlined the results of the actions to date. Are they effective? Did they meet the desired Residual Risk level you targeted – better or worse? Show the Initial Risk Rating and compare with the desired Residual (final) Risk Rating on the Risk Matrix. What else can you do to improve/eliminate the risk?

**5: CONCLUSION** (summarise your report – approx. 1/2 page)

Name: Title: Date:

Signature:

Encl: