**TITLE** (This is the title of your report)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic)

**1: EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about. Approx. ¼-½ page)

**2: RISK MANAGEMENT ACTION PLAN** – Outline the specific actions taken – expand on those listed in your original plan, how you monitored over a period of **say 6 months** and the outcomes at the end of 6 months – what is the new risk level after 6 months.

**Risk 1**: (insert Title of Risk) Initial Risk Level: (Insert Risk Level determined in Task 2)

Planned Actions: (list the main actions you planned to eliminate/reduce risk)

Implementation: (Provide an explanation on the implementation, timing, any difficulties, etc)

Monitoring: (How did you monitor progress and what are the results)

Final Risk Level: (insert final Risk Level that was achieved and explain)

**3: EVIDENCE**: What methods did you use to gather evidence that the treatment was implemented as planned. State the timing of when you got the evidence which may include minutes of meetings, management reports, audit reports, conference calls, council inspections, etc. ***At least ½ page***.

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

Name: Title: Date:

Signature: