

Action Plan Reporting Template

Action Plan Reporting Template			
Report Period Date	[insert date when the summary is issued to the recipient [CEO, Governing Body]	Financial Year Ref	[insert communication reference of the Summary]

[Insert brief introduction]

A. Status of implementation of management action plan by Audit Category

No.	Audit Category	FI	PI	NI	TR	% of implementation as at date xxxx			Comparable for previous report			% implementation of the comparable periods		
						FI	PI	NI	FI	PI	NI	FI	PI	NI
1.	Internal Assurance Providers (e.g. internal audit, risk management, QMS)													
2.	External Assurance Providers (e.g. Auditor General, EACC)													

KEY: FI - Fully implemented, PI - Partially Implemented/ ongoing and NI - Not implemented, TR - Total Management action plans

B. Status of implementation of management action plan by Functional area

No.	Functional Area	FI	PI	NI	TR	% of implementation			No. of management action plan for the previous period			Previous period % implementation		
						FI	PI	NI	FI	PI	NI	FI	PI	NI
1.														
2.														
3.														
4.														

KEY: FI - Fully implemented, PI - Partially Implemented/ ongoing and NI - Not implemented, TR - Total Management action plans

C. Ageing analysis of overdue management action plans

Number of Days	No. of action plans overdue	% of overdue action plans	No. of action plans overdue for the previous period	% of overdue action plans for the previous period
0 - 30 days				
31 – 60 days				
61 – 90 days				
Over 90 days				

KEY: PI - Partially Implemented/ ongoing and NI - Not implemented, TR - Total Management action plans

Note: Overdue days is measured by deducting current date from initial implementation date plans

Annexes should be attached to support the above summaries

- Detailed listing of the outstanding management action plans,
- Detailed listing of the implemented management action plans and value derived from the same.

Note 1: This summary report is completed by the Head of Internal Audit in consultation with the entity's Management. It is intended to provide a 'self-assessment' of the status of implementation of management action plan from past internal and external audit reports by the Accounting Officer by the Accounting Officer

Note 2: Where a management action plan has not been implemented, the Accounting Officer should provide reasons for non-implementation and communicate the new anticipated implementation date.