

Findings and Recommendations Sheet

Project/Process Assessed:	[Project or Process Name]
Date of Review:	[MM/DD/YYYY]
Prepared by:	[Name, Title]

Summary of Findings

#	Finding	Risk/Impact	Responsible	Target Date
1	Outdated software version is being used.	High	IT Department	06/30/2024
2	Insufficient documentation for process steps.	Medium	Process Owner	07/15/2024

Recommendations

#	Recommendation	Priority	Status
1	Update all systems to the latest supported software version.	High	Pending
2	Develop and maintain comprehensive process documentation.	Medium	In Progress

Important Notes

- This document is for internal use only and should be updated as actions are taken.
- Findings and recommendations should be tracked to closure.
- All responsible parties should review and acknowledge their action items.
- Retention of this sheet is recommended for audit and compliance purposes.