

Management Response Summary Document

Project/Report Information

Project/Report Name	[Enter Project or Report Name]
Date	[Enter Date]
Prepared By	[Enter Name and Title]
Document Reference No.	[Enter Reference Number]

Executive Summary

[Provide a brief overview of the audit/review findings and the overall management response.]

Management Response Table

#	Findings / Recommendations	Management Response	Responsible Person	Target Completion Date	Status
1	[Summarize Finding or Recommendation]	[Brief Management Response]	[Name, Position]	[DD/MM/YYYY]	[Open/Closed/In Progress]
2	[Summarize Finding or Recommendation]	[Brief Management Response]	[Name, Position]	[DD/MM/YYYY]	[Open/Closed/In Progress]

Follow-up Actions and Timeline

[Provide details of actions to be taken, persons responsible, and expected timelines for implementation or closure of findings.]

Approval

Reviewed By	Title	Date	Signature
[Name]	[Title]	[DD/MM/YYYY]	[Signature]

Important Notes:

- This document serves as an official record of management actions in response to findings or recommendations.
- Clearly indicate responsible persons and target dates to ensure effective tracking and accountability.
- Review and update the status of actions regularly until all items are closed.
- Keep this document accessible for internal follow-up and future audits or reviews.