

Sample Dashboard Tool for Managing & Communicating

List specific operational areas and projects you wish to track.

Indicate your assessment of the risk level as at the date of this report. Include the previous period's risk rating for comparison.

Corporate Services Dashboard

Highlight specific drivers for the risk assessment and actions or recommendations where risk is Yellow or Red.

Frequency depends on your needs. Consider bi-weekly as a starting point.

Updated: MM/DD/YYYY

Description	Status Risk Rating		Current status and next steps
	Previous DD/MM	Current DD/MM	
Financial Health (e.g. cash flow, reserve levels)	Y	Y	Status remains yellow pending confirmation of 2016 government funding.
Financial Performance – Budget & Forecast	Y	G	Last minute registrations for the spring conference has brought overall registration levels and revenues back on target. All other major items are tracking to budget.
Financial compliance (e.g. tax filings)	G	G	All filings up to date, no issues.
Financial operations & internal control	Y	G	Backlog in performing bank reconciliations has been cleared; all account reconciliations are up to date and all reconciling items are normal.
HR compliance (e.g. health & safety)	G	G	All filings up to date. No issues arising from Joint Health & Safety meeting.
HR – recruitment support	G	G	Volume and quality of resumes received for Analyst role are below expectations. Have begun conduct additional outreach through social media.
HR - benefits administration	G	G	Increasing volume of complaints from employee regarding slow-processing of health claims by insurance provider. Meeting with insurance co. account manager scheduled for next week to discuss concerns about service levels.
IT Help Desk	G	Y	Avg. volume of Help Desk tickets has increased from 11/day 2 months ago to 23/day. Increase relates to gaps in user training on most recent upgrade of the database. IT will address with a staff lunch & learn training session next week.
IT Infrastructure	Y	G	Problems with air temperature in server room have been addressed with installation of new air conditioner.
IT Security	Y	Y	Perimeter testing by 3 rd party IT firm revealed no major threats to network. Investigation of mobile device management software options to address security concerns over tablets and smartphones.
IT Business Continuity	Y	Y	Risk has been reduced substantially since engaging external IT firm for back-up. However, risk level remains at Yellow pending completion of documentation and testing of back-up plan which is targeted for next month.
Facilities – maintenance	G	G	Routine maintenance items, volumes normal.
Facilities – Office renovation project	Y	R	Unexpected delay in approval of construction permit will result in delay of project by 6 months due to scheduling constraints with sub-contractors. Discussions underway with General Contractor to explore options for an earlier start date.
Enterprise Risk Management Project	G	G	On track. Meeting with senior team scheduled for next week to discuss and prioritize initial list of risks developed at the last meeting.
Corporate Services HR Management	G	G	All Corp. Services positions fully staffed and cross-trained. Positive feedback received on last week's half-day team-building session.

Status Risk Rating: **G (Green)** = operating as expected, all deliverables progressing on time and within budget; **Y (Yellow)** = one or more deliverables at risk; close monitoring and/or immediate attention required; **R (Red)** = High risk, urgent attention required.