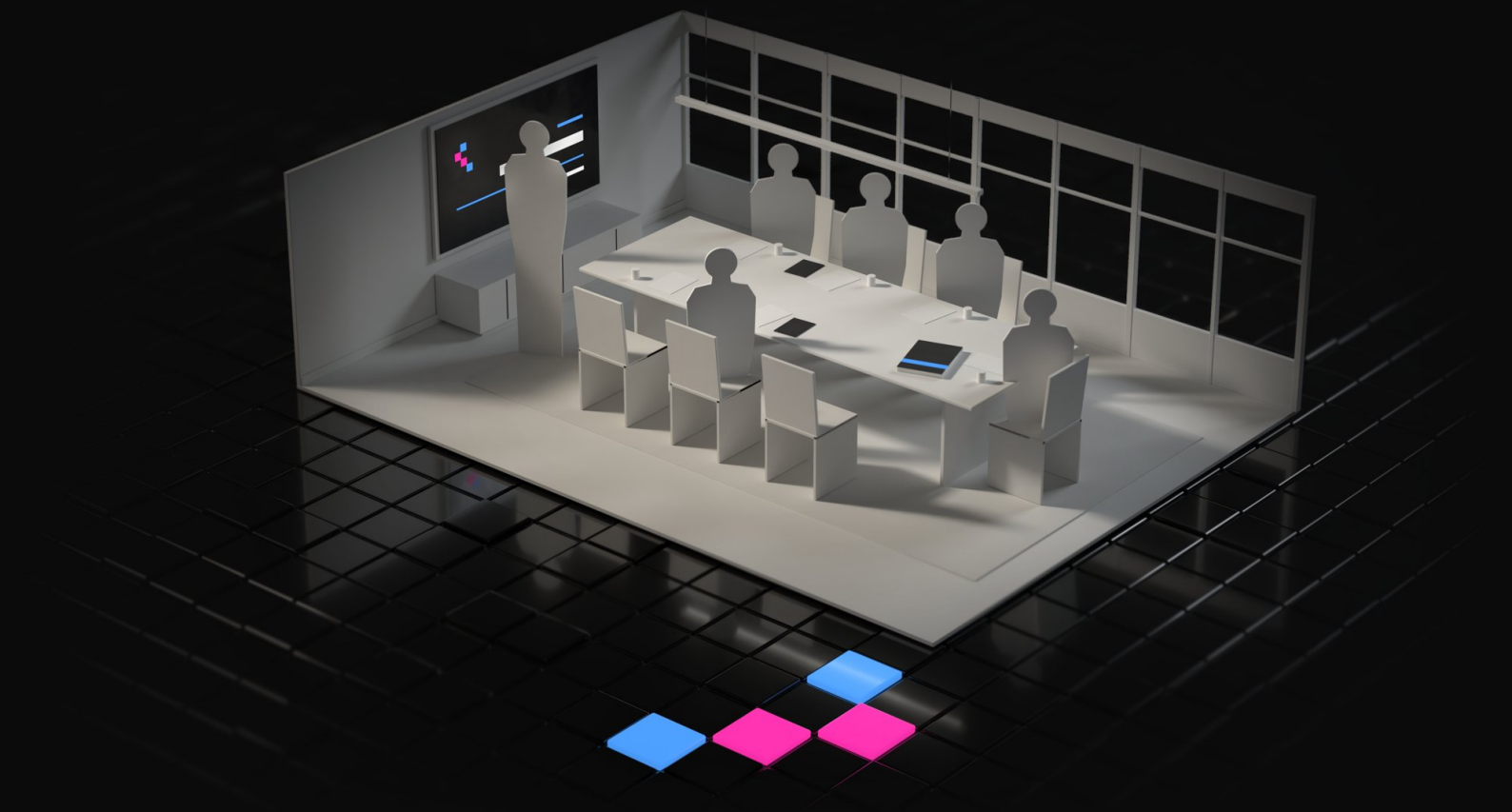


TEMPLATE · AS OF NOVEMBER 2026

The board technology report. Simplified.

A one-page template that tells the board what it needs to know about technology, risk and spend, every quarter.

John Morgan · Initial Technology · November 2026

THE ONE THING TO KNOW

Boards don't need detail. They need the right questions answered.

Directors are responsible for cyber risk, but most technology reports are either too technical or say nothing. This one-page format covers what matters and fits in the board pack.

SIMPLIFIED

One page. Traffic lights. Risks, incidents, projects, spend, contracts. What we need from the board.

WHAT GOES IN IT

01

Incidents

Anything that happened, and what changed.

02

Security

Where we are against the plan.

03

Projects

On time, on budget, or not.

04

Spend

Against budget, and what's coming.

05

Contracts

Renewing in the next 12 months.

06

AI use

What's approved, what's being tried.

THE TEMPLATE

FILL IT IN EACH QUARTER

QUARTER AND DATE _____

PREPARED BY _____

Overall status ☐ Green ☐ Amber ☐ Red

AREA	STATUS	WHAT CHANGED	ACTION

INCIDENTS THIS QUARTER

TOP THREE RISKS

CONTRACT	RENEWS	VALUE	OWNER

WHAT WE NEED FROM THE BOARD

STEP 01

Writing it well

Short, honest and consistent.

- **Same format every time.**
  So directors can spot what's changed.
- **Red means red.**
  An amber that's been amber for a year is red.
- **Plain English.**
  If a director has to ask what it means, rewrite it.
- **End with a decision or a request.**
  Or say clearly there isn't one.

HANDY TIP

Pair it with our 'Seven questions every board should ask' sheet once a year, so the board sees the whole picture, not just this quarter.

Want an independent view for the board?

As a virtual technology executive, I can prepare this report each quarter, attend the meeting and answer the questions, independent of your IT provider.

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THE SIMPLIFIED GUIDES

Free at initialtech.com.au/resources

01 Microsoft 365 security
02 Cyber basics and phishing
03 Ransomware readiness
04 Backup and recovery plan
05 Incident response
06 Working from home securely
07 Copilot readiness
08 Choosing an IT provider
09 Buying a major system
10 The board technology report
11 Copilot vs ChatGPT vs Claude

Sources, checked November 2026. AICD: cyber security governance principles for directors. ASD's ACSC: Annual Cyber Threat Report. Initial Technology: Seven questions every board should ask about its technology. General information only, not legal, insurance or financial advice. Check current details with your IT provider before acting.