Annual Executive Oversight Report Template

*An annual snapshot of the company’s AI program for top management to act upon*

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# Executive Summary

This would be a short paragraph summarizing the client’s AI program status, key updates, product launches, and new changes. A sample executive summary has been listed below.

* Executive Intervention needed for critical findings identified by FraudGuard-ML compliance audit
* Security and consumer protection violations identified in customer facing AI systems
* Estimated $2M in regulatory fines following FraudGuard’s Compliance Audit
* 8 terminated employees retain model access to date
* 3 new AI Models currently deployed
* AI Governance Committee yet to be established
* Definition of Company’s AI Risk Appetite is pending

# Risk Summary

This would be a short table of the 3-5 critical risks that the client is currently dealing with. A sample row has been inserted below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Owner** | **Current Action** | **Notes** |
| Algorithmic bias | AI Engineer Team 3 | In the final stages of Bias testing | Approval required from top management for access to training datasets |

# Incidents

This would be a highlight of the major incidents, issues, or bottlenecks in the AI program that the company encountered in a certain period. It would be a small table. A sample record has been inserted for reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Incident** | **Affectees** | **Consequences** | **Actions** |
| Customer database breach | Customer PII, Business partner information | Regulatory sanctions, Loss of trust | Forensic audit nearing completion |

# Compliance status

A table that lists the compliance status with standards, regulations, laws, and certain frameworks. A sample record has been inserted below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | **Compliance Status** | **Current Action** | **Next Action** | **Next review** |
| ISO 42001 | Partial | Documenting Shadow AI models | Implement disclosure framework | Q3 2025 |

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# Metrics

A set of metrics has been defined in the document named “KPIs/KRIs for board consumption”. The actual values of those metrics would be listed here. This heading would have two tables: one for KPIs (Key Performance Indicators) and the other for KRIs (Key Risk Indicators). A sample record has been inserted for each table.

**Note: include target KPI, include reason if low and steps to increase**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **KPI** | **Target** | **Value** | **Value Reason** |
| Ethical/Bias | % of models reviewed for bias before deployment | 80% | 60% | Consistent delays in review approval from Executive Management |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **KPI** | **Target** | **Value** | **Value Reason** |
| Security | Number of security incidents involving AI systems reported in the last quarter | 10 | 12 | Continuous investment and improvement in endpoint detection and response systems |

# Action Plan

Future directions and plans would be listed over here in a table form for top management to act upon. Some sample records have been inserted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Purpose** | **Owner** | **Deadline** |
| MLOps Vendor Selection | 3rd party development of new AI Model “UserPal” | AI Manager, Executive Management | Q2 2025 |
| Review Q1 2025 Compliance Audit Findings | Understand reasoning behind large regulatory fines | AI Manager, Legal, Executive Management | Q2 2025 |
| Press Briefing this Thursday | Statement to be made following recent customer database breach | Executive Management, InfoSec Lead, Legal | March 20, 2025 |

# Associations

Here would be listed all the entities within and outside the company that are directly related to the company’s AI program. Manager information for each department is provided.

* AI Engineering - Max - [max@gmail.com](mailto:max@gmail.com)
* Legal - John - [john@outlook.com](mailto:john@outlook.com)
* InfoSec - Alex - [alex@gmail.com](mailto:alex@gmail.com)
* External Compliance Advisor - Josh - [josh@gmail.com](mailto:josh@gmail.com)
* …

Followed by other department names.

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# Appendix

This section is optional. The company may choose to include relevant or helpful information at the end or links to the individual files for review.

**END**