**Quarterly Board Reporting Format**

*A strategic overview of organizational AI deployment, incident management, and audit results in the last quarter*

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# Executive Summary

The summary gives a quick glimpse into the company’s actions and performance in the last quarter concerned with the models deployed, encountered incidents, and audit results. A sample summary is given below:

* Q1 2025 demonstrated 78% overall compliance across ISO and NIST
* 8 new AI Models for business use cases deployed
* 2 Incidents encountered and resolved within SLA
* Zero high-risk events

# AI Use Cases

Listed here would be a table of all the deployed or to be deployed AI models of the company highlighting the business problem each model solves, who is responsible for managing it, and any updates or notes regarding it. Some sample records have been inserted for reference.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AI Model** | **Use Case** | **Status** | **Risk Level** | **Owner** | **Business Impact** |
| FraudGuard | Real-time fraud detection in transactions | Up | High | AI Engineer Team 1 | Critical - prevents hundreds of transaction frauds daily |
| UserPal | Handles customer support queries | Down | Low | AI Engineer Team 2 | Medium - handles customer support tickets |
| Brad | Assists employees in their tasks | In Development | Low | AI Engineer Team 3 | High - will provide continuous support to employees in completing daily tasks |

# Incidents

This section would highlight the key incidents related to AI models that occurred in the last quarter. Some sample records have been inserted for reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **AI Model** | **Incident** | **Consequences** | **Resolution** |
| 17 March, 2025 | FraudGuard | Data poisoning attack | Corrupted training data | Resolved quickly within an hour |
| 19 March, 2025 | UserPal | Model theft | Leaked model details and training data | Isolated the AI model as soon as the attack, forensics undergoing |

# Audits

This table showcases the auditing efforts in the past quarter. Some sample records have been inserted for reference.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name** | **AI Model** | **By** | **Findings** | **Actions** |
| 02 March, 2025 - 15 March, 2025 | Transparency audit | UserPal | External Auditor | AI system provides appropriate level of explainability to users | Audit results forwarded to Board for review |
| 01 March, 2025 - 16 March, 2025 | Compliance Audit | FraudGuard | Legal | PII exposure detected in logs | Audit results forwarded to AI Engineer Team 2 |

# Action Plan

The action plan is a table of upcoming tasks and their deadlines for executives to keep track of.

A sample action plan table is given below.

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Purpose | Owner | Deadline |
| Conduct Algorithmic Bias Audit | Evaluate Bias of AI Model | AI Team 1 | March 21, 2025 |
| Annual Compliance Audit | Ensure regulatory compliance in the business | AI Manager, External Auditor | June 25, 2025 |

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# Appendix

The appendix would contain relevant helpful information for the stakeholders. The content of this appendix depends on each company’s requirements.

**END**