CISO-to-Board Briefing Pack Template

Purpose

To structure consistent, strategic briefings from the CISO to the board, enabling better oversight, more relevant questions, and stronger alignment between cyber operations and board-level governance.

Intended Users

Chief Information Security Officer (CISO), CIO (where CISO is not present), and board liaison roles responsible for preparing cyber updates.

Briefing Structure

Use this structure to organise the briefing content for each board cycle.

1. Executive Summary (1 slide or section)

- Key threat updates since last meeting
- Material incidents or near misses
- Current cyber posture and areas of concern

2. Threat Landscape Update

- Summary of major external threats (e.g. ransomware trends, new vulnerabilities, industry alerts)
- How these may impact our sector or organisation
- Confidence level and urgency rating

3. Incident & Risk Overview

- Incidents since last briefing (including severity, response, lessons)
- Outstanding or emerging risks
- Third-party or supply chain exposures

4. Resilience & Readiness

- Status of incident response plans and tabletop exercises
- Capability uplift or staffing updates

- Recovery testing and continuity plans

5. *Metrics & Assurance*

- Key cyber metrics (e.g. time to detect, phishing fail rates, patching cadence)
- External assurance updates (audits, third-party reviews)
- Policy compliance or control effectiveness summaries

6. *Governance & Risk Appetite Alignment*

- Are we operating within agreed cyber risk appetite?
- Any gaps in board-level policy alignment?
- Requests for board decisions, endorsements, or awareness

7. *Forward Look & Board Engagement*

- Upcoming risks, threats or changes to watch
- Recommended questions for directors to explore
- Key decisions or support required from the board

AI Support Prompts

Paste into your AI co-pilot to help build or summarise this pack:

- Summarise the top three emerging threats that should be included in the next CISO-to-board briefing.
- Draft an executive summary slide for a cyber update based on recent incidents and controls.
- Generate three suggested questions for the board to ask based on this briefing pack.
- Compare this month's metrics to last quarter and highlight key variances.