

# INTERNAL BUSINESS SUMMARY

Report Date: \_\_\_\_\_  
Period Covered: \_\_\_\_\_  
Department: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

## 1. EXECUTIVE OVERVIEW

### Key Achievements

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

### Critical Issues

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## 2. OPERATIONAL METRICS

### Performance Indicators

- Revenue: \_\_\_\_\_
- Customer Satisfaction: \_\_\_\_\_
- Team Productivity: \_\_\_\_\_
- Project Completion Rate: \_\_\_\_\_

### Resource Utilization

- Budget Used: \_\_\_\_\_
- Team Capacity: \_\_\_\_\_
- Infrastructure Usage: \_\_\_\_\_

## 3. PROJECT STATUS

### Active Projects

Project Name	Status	Health	Next
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**Upcoming Initiatives**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**4. TEAM UPDATES**

**Staffing**

- New Hires: \_\_\_\_\_
- Departures: \_\_\_\_\_
- Open Positions: \_\_\_\_\_

**Training & Development**

- Completed: \_\_\_\_\_
- In Progress: \_\_\_\_\_
- Planned: \_\_\_\_\_

**5. BUDGET & RESOURCES**

**Financial Summary**

- Budget Allocated: \_\_\_\_\_
- Spent to Date: \_\_\_\_\_
- Projected EOY: \_\_\_\_\_

**Resource Requests**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**6. RISK ASSESSMENT**

**Current Risks**

Risk	Impact	Probability	Mi
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## Compliance Status

- Audit Findings: \_\_\_\_\_
- Remediation Status: \_\_\_\_\_
- Upcoming Requirements: \_\_\_\_\_

## 7. STRATEGIC ALIGNMENT

### Goals Progress

1.

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2.

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3.

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### Strategic Initiatives

- Short-term: \_\_\_\_\_
- Mid-term: \_\_\_\_\_
- Long-term: \_\_\_\_\_

## 8. RECOMMENDATIONS

1.

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2.

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3.

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## DISTRIBUTION

Confidentiality Level: \_\_\_\_\_

Distribution List: \_\_\_\_\_

## APPROVALS

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_