

BLUE text is determined by the reporting entity.
BLACK text is determined by the web portal

Entity
Implementation Plan

Implementation Plan Submitted for:
Current Plan Date

Submission Date
Agency Head, Title

Control Environment narrative provided by entity in Leadership Accountability Report.

Update With/Without Progress—Plan Date

Provide an update for the progress made within the last six months.

If update with progress, must include:

- *Events that occurred to advance the progress of the activity over the last six months*
- *Changes or challenges that may have occurred*

Why hasn't any progress been made within the last six months?

If update without progress, must include:

- *Reason(s) why progress wasn't made*
- *Events that occurred limiting or restricting progress*

Contact Person(s): First and Last Name(s)

Is the process implemented: Yes/ Partially/ No

Is the process documented: Yes/ Partially/ No

What's Next

What activities and accomplishments are anticipated for the next six months?

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: Date

Information and Communication

Information and Communication narrative provided by entity in Leadership Accountability Report.

Update With/Without Progress—Plan Date

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Implementation Plan

- *Events that occurred limiting or restricting progress*

Contact Person(s): [First and Last Name\(s\)](#)

Is the process implemented: [Yes/ Partially/ No](#)

Is the process documented: [Yes/ Partially/ No](#)

What's Next

[What activities and accomplishments are anticipated for the next six months?](#)

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: [Date](#)

MONITORING

The information included here discusses the entity-wide, continuous process to ensure internal control systems are working as intended. The role of the executive monitoring sponsor includes facilitating and verifying that the [Department Name](#) monitoring practices are implemented and functioning. The responsibilities as the executive monitoring sponsor(s) have been given to: [Selected Name, Title](#) and [Selected Name, Title \(as applicable\)](#).

Monitoring narrative provided by entity in Leadership Accountability Report.

Update [With/Without Progress](#)—[Plan Date](#)

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[Why hasn't any progress been made within the last six months?](#)

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- *Events that occurred limiting or restricting progress*

Contact Person(s): [First and Last Name\(s\)](#)

Is the process implemented: [Yes/ Partially/ No](#)

Is the process documented: [Yes/ Partially/ No](#)

What's Next

[What activities and accomplishments are anticipated for the next six months?](#)

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: [Date](#)

RISKS AND CONTROLS

Risk: Risk Title

Risk description provided by entity in Leadership Accountability Report.

Control: A

Control provided by entity in Leadership Accountability Report.

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Contact Person(s): First and Last Name(s)

Is the process implemented: Yes/ Partially/ No

Is the process documented: Yes/ Partially/ No

What's Next

What activities and accomplishments are anticipated for the next six months?

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: Date

Control B

Control provided by entity in Leadership Accountability Report.

Update **With/Without Progress**—Plan Date

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- *Changes or challenges that may have occurred*

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- *Events that occurred limiting or restricting progress*

Contact Person(s): First and Last Name(s)

Is the process implemented: Yes/ Partially/ No

Entity
Implementation Plan

Is the process documented: Yes/ Partially/ No

What's Next

What activities and accomplishments are anticipated for the next six months?

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: [Date](#)

Risk: Risk Title

Risk description provided by entity in Leadership Accountability Report.

Control A

Control provided by entity in Leadership Accountability Report.

Update With/Without Progress—Plan Date

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Contact Person(s): First and Last Name(s)

Is the process implemented: Yes/ Partially/ No

Is the process documented: Yes/ Partially/ No

What's Next

What activities and accomplishments are anticipated for the next six months?

Must Include:

- *Plans to further develop activities in the next six months*

Next Milestone: [Date](#)

Control B (if applicable)

New Control— Describe the control designed to help mitigate the risk.

Must Include:

- *Description of the activity*
- *How the activity reduces the risk*