

Executive Risk Snapshot - Template (SMB)

Fill this in after your baseline check. Keep it to one page. Share with leadership, finance, and IT.

Overall risk [0-100] target: down each quarter	Recoverability [RTO: ___h] RPO: ___h	Exposure [GBP / EUR / USD] worst-case 72h impact
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Critical business processes (top 3)

Process	Owner	Minimum viable (what must work)
[e.g., Invoicing and payroll]	[name]	[e.g., issue invoices, pay staff, receive payments]
[e.g., Customer support]	[name]	[e.g., reply to customers, access ticketing]
[e.g., Order fulfillment]	[name]	[e.g., ship orders, update inventory]

Top 5 control gaps (actionable)

- [] [Gap #1] - owner: ___ - due: ___
- [] [Gap #2] - owner: ___ - due: ___
- [] [Gap #3] - owner: ___ - due: ___
- [] [Gap #4] - owner: ___ - due: ___
- [] [Gap #5] - owner: ___ - due: ___

Next review cadence

Monthly: review admin accounts and backups. Quarterly: run a recovery drill. Annually: vendor access audit.

Note: This template is designed to be easy to complete and hard to argue with: it focuses on recoverability and evidence, not jargon.