# Patch Management Report

Organization: [Organization Name]

Prepared By: [Preparer's Name]

Date Prepared: [Date]

## Systems & Software Identification

| List all critical systems and software. |  |
| --- | --- |
| Include operating systems, applications, and any third-party software. |  |

## Patch Release Schedule

| Define a regular schedule for checking new patches (e.g., weekly, monthly). |  |
| --- | --- |
| Include specific days and times for these checks. |  |

## Patch Assessment Process

| Outline steps for assessing the relevance and criticality of each patch. |  |
| --- | --- |
| Define criteria for prioritizing patches (e.g., security level, impact on system stability). |  |

## Testing Protocol

| Describe the process for testing patches before deployment. |  |
| --- | --- |
| Include details about the testing environment and criteria for successful tests. |  |

## Approval Process

| Define who is responsible for approving patches for deployment. |  |
| --- | --- |
| Outline the process for emergency patching in case of critical vulnerabilities. |  |

## Deployment Schedule

| Keep records of all deployed patches and their impact. |  |
| --- | --- |
| Include a process for reporting patch deployment status and issues. |  |

## Review and Feedback

| Schedule regular reviews of the patch management process. |  |
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| Include feedback mechanisms for continuous improvement. |  |

## Contact Information

| List contact details for the IT team responsible for patch management. |  |
| --- | --- |
| Include external contacts for software vendors or support services. |  |