

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.	
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.	