**Management Summary Report**

**Report Title:**  
Issue Summary: [e.g. Delays in Daily Sales Report Submissions]  
Date: [Insert date]  
Submitted by: [Your name and role]

**1. Background:**  
Brief context about the situation or process where the issue occurred.

**2. Identified Issue:**  
Concise description of the problem, including who/what it affects.

**3. Impact:**  
Short explanation of the consequences for operations, finance, compliance, etc.

**4. Root Cause (if known):**  
Optional – outline what is believed to be the underlying cause.

**5. Proposed Actions:**

* Action 1: [e.g. Re-train team on sales reporting procedure]
* Action 2: [e.g. Introduce daily checklist for report completion]
* Action 3: [e.g. Supervisor to verify submissions before 17:00 daily]

**6. Target Dates:**

* Implementation start: [e.g. 01 August 2025]
* Review date: [e.g. 31 August 2025]