Fusion Technology

# Review your management information

Map what your organisation needs to know about contracts, policies, compliance and risk.

## Inventory

List the records you currently keep, where they live and who is responsible for each area.

## Dates and ownership

Identify review dates, renewal dates and named owners. Note where reminders or responsibilities are unclear.

## Consistency

Check whether different teams use different versions of the same information. Decide what a reliable record should contain.

## Access

Identify who needs to view or update records. Consider appropriate access and avoid collecting personal data without a reason.

## Reporting

Write down the decisions your reports should support and the information needed to make them.

## Next conversation

Describe your main challenge and the tools you already use. This checklist is a planning aid, not legal or compliance advice.