Pragmatic GRC™

G-002

Monthly GRC Heartbeat™ Checklist

Governance Resource | Version 2.0 | Recurring Monthly Review

Document Information

Resource ID	G-002
Resource Family	Governance
Related Chapters	4, 6
Related Resources	F-001, R-001, F-002, F-004, G-003
Version	2.0
Status	Revised — aligned to the Four Implementation Guides

Purpose

The Monthly GRC Heartbeat™ is a short, structured leadership review that keeps the Three Living Documents accurate and confirms the Four Implementation Guides are still functioning as intended. Rather than an annual compliance exercise, it is a predictable monthly rhythm — typically 30 to 60 minutes, though the right length depends on your organization's size and complexity. Treat the time as a reference point, not a target to hit.

Meeting Information

Meeting Date	_____
Facilitator	_____
Executive Sponsor	_____
Recorder	_____
Duration	_____

Attendees

☐ Executive Sponsor

☐ Business Owner / Operations Lead

☐ IT Manager or MSP

☐ Human Resources (if applicable)

☐ Other: _____

Section 1 — Three Living Documents Review

Confirm each Living Document still reflects how the business actually operates.

Master Asset Register

Review Item	Complete
New technology, software, vendors, and business assets added	☐
Retired assets removed	☐
Ownership assignments validated	☐

Related Document: F-001 Master Asset Register

Enterprise Risk Register

Review Item	Complete
High-priority risks reassessed	☐
Treatment plans updated	☐
Completed mitigation activities closed	☐
Newly emerging risks identified	☐

Related Document: R-001 Enterprise Risk Register

Unified System Security Plan

Review Item	Complete
Security controls confirmed accurate	☐
Significant technology changes documented	☐
Policy and procedure updates verified	☐
Implementation improvements recorded	☐

Related Document: F-002 Unified System Security Plan

Section 2 — Four Implementation Guides Check-In

Confirm the organization's operational routines — not just the documents — remain effective.

Guide	Check-In Question	Status
Navigate	Are assets, vendors, and business information still accurately represented?	☐
Fortify	Are technical safeguards being maintained and verified?	☐

Sustain	Have incidents, outages, or emerging risks changed organizational priorities?	☐
Cultivate	Are training, onboarding, and leadership practices reinforcing the desired security culture?	☐

Section 3 — Continuous Improvement

Close every Monthly GRC Heartbeat with three questions:

☐ What changed since last month?

☐ What needs to be updated?

☐ What should we improve next?

Section 4 — KPI Review

Record current governance metrics.

KPI	Current	Target
Account Lifecycle Closure Time	____	< 60 minutes
Critical Patch Validation Rate	____	100%
Vulnerability Resolution Time	____	Zero open > 14 calendar days
Backup & Recovery Verification	____	Weekly, zero missed cycles
Incident Response Readiness	____	< 30 minutes

Related Resource: G-003 Executive GRC Scorecard

Section 5 — Decisions & Action Items

Action	Owner	Due Date	Status

Meeting Closeout

Overall Governance Health

☐ Excellent

☐ Good

☐ Needs Improvement

☐ Immediate Executive Attention Required

Next Monthly GRC Heartbeat™

Date: _____

Executive Approval

Role	Name	Signature	Date
Executive Sponsor			
Business Owner / Operations Lead			
IT Manager or MSP			

Related Resource Library Documents

- F-001 — Master Asset Register
- R-001 — Enterprise Risk Register
- F-002 — Unified System Security Plan
- F-004 — Governance Roles & Responsibilities
- G-003 — Executive GRC Scorecard
- C-001 — Incident Response Playbook
- C-006 — Identity Offboarding Protocol
- R-004 — Vendor Risk Assessment