SAMPLE REPORT 01 · BOARD AND AUDIT COMMITTEE

The Governance Report

What leadership and audit committees receive each period. Every number separates automatic detection by Moustr from formal sign-off by people in your organisation.

Illustrative sample, not a customer. Illustrative layout; the generated report may differ in detail. Figures model an organisation of 1,400 people and reconcile with the Sprawl Simulator on this site. Tools are shown by type and people by role, no customer data appears here, and no organisation described in it is real.

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Governance Report | Estate Report | Contractual View

GR-2026-09-30 · SNAPSHOT

REPORTING DATE	30 September 2026
ESTATE SCOPE	135 AI tools catalogued across observed sites
GOVERNED STATUS	16% owned and confirmed by business leads
PROVENANCE RULE	No vendor risk or owner record is ever guessed

01 · EXECUTIVE SUMMARY

GR-2026-09-30

Estate posture at a glance

30 Sep
REPORTING PERIOD

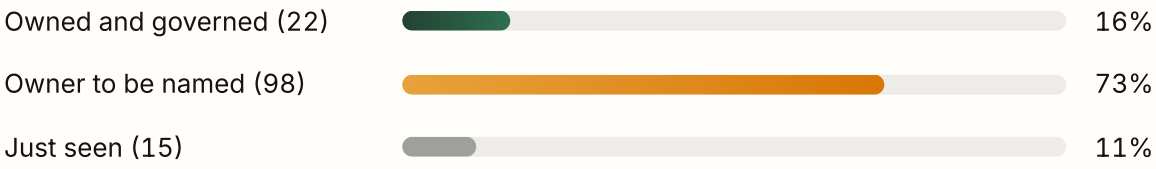
135
TOOLS CATALOGUED

16%
GOVERNED AND OWNED

3
CRITICAL ATTENTION POINTS

Discovery is working. Governance is the gap. 135 AI tools are catalogued for this organisation, spanning Moustr's shared catalogue and the organisation's own additions. Of these, 117 were observed in the last 30 days. 22 have a confirmed owner and a documented governance position on record (16% of the 135 catalogued tools: 14 confirmed, 6 to decide on, and 2 tolerated). The remaining 113 have no owner or governance record yet (98 with recurring usage and an owner to be named, and 15 just seen).

Additional context: 214 VPN detections (30d) across 3 VPN providers seen. How to read this report: every figure here is illustrative sample data for a fictional organisation, not real findings. Risk levels are an automatic screening signal, not a legal determination; actual EU AI Act classification depends on how a tool is used, by whom, and in what role.



WHAT KIND OF VALUE THE ESTATE DELIVERS

Recorded primary value across the 22 governed tools

PRODUCTIVITY GAIN	11 tools
OPERATIONAL EFFICIENCY	8 tools
QUALITY / RISK REDUCTION	5 tools
CAPABILITY ENABLEMENT	4 tools
COST / MONEY SAVINGS	3 tools
REDUCED WORKLOAD / AVOIDED HIRING	2 tools
REVENUE GROWTH / COMPETITIVE DIFFERENTIATION	1 tool

02 · ATTENTION POINTS

8 items requiring a governance decision

Ranked by operational exposure: expired agreements first, then high-usage unowned tools, then due renewals.

01 **Field-report drafting tool agreement expired 12 days ago** — 12d overdue

Recorded contract reference lapsed on 18 Sep 2026 with no renewal on file.

02 **General chat assistant has no assigned owner** — This quarter

3,412 detections in the last 30 days with no owner or purpose on file. Highest volume tool in the estate.

03 **Candidate screening tool flagged in relevant risk category with no agreement** — This quarter

418 detections in the last 30 days. Screening signal raised; no data processing agreement recorded.

04 **Budgeting tool contract expires in 21 days** — 21 days

Renewal notice window closes 21 Oct 2026.

05 **Call analytics tool has no assigned owner** — This quarter

1,205 detections in the last 30 days with no named business owner or stated purpose.

06 **Meeting note-taker has no assigned owner** — This quarter

644 detections in the last 30 days with no assigned owner or approved recording policy.

07 **Contract drafting tool flagged for use-case review with no agreement** — This quarter

No active usage recorded yet. No data processing agreement is logged for this service.

08

84% of the discovered estate has never been reviewed

113 of 135 tools lack a complete governance record across owner, risk classification, and purpose.

Ongoing

03 · TRACEABLE ACTION REGISTER

Action items linked directly to findings above

REF	ACTION	OWNER	DUE
§1	Verify renewal or replacement before continued use of Field-report drafting tool.	Head of Operations	12d overdue
§2	Assign an accountable owner to General chat assistant and record purpose of use.	Unassigned	This quarter
§3	Confirm use case and record a data processing agreement for Candidate screening tool.	HR Director	This quarter
§4	Confirm Budgeting tool renewal before notice window closes.	Finance Director	21 days
§5	Assign an accountable owner to Call analytics tool and record purpose of use.	Unassigned	This quarter
§6	Assign an accountable owner to Meeting note-taker and record purpose of use.	Unassigned	This quarter
§7	Confirm use case and obtain a data processing agreement for Contract drafting tool.	Unassigned	This quarter
§8	Set a review cadence for remaining ungoverned tools, ordered by active usage.	Unassigned	Ongoing

04 · EVIDENCE AND METHODOLOGY

How Moustr knows what is in this report

Illustrative evidence trail (fictional sample). Every classification pairs public vendor documentation checked by Moustr with decisions entered inside your organisation, rather than making an unattributed summary claim.

TOOL	SOURCES CHECKED BY MOUSTR	RECORDED FINDING
Candidate screening tool	Vendor product documentation, vendor privacy notice	Ranks and shortlists job applicants; candidate data is processed by the vendor.
General chat assistant	Vendor trust page, public Terms of Service Agreement	General-purpose chat assistant; prompts may be retained unless a business plan is used.
Field-report drafting tool Embedded provider: third-party model	Vendor release notes, vendor product documentation	AI report drafting added to an existing field-service product in a minor release.

01 · DETECTION	Discovery identifies AI services from service metadata only, never by inspecting prompts, files or content.
02 · TRIAGE & RESEARCH	Newly observed services are reviewed before they join the register.
03 · APPROVAL AND RESEARCH	New tools join your organisation only when a person here approves them. Every change to the register is logged.
04 · OWNERSHIP	Ownership, risk classification and DPA status are entered by this organisation's own admins; Moustr never assumes them. This report reflects Moustr's discovery and governance records as of

the date above. It is a decision-support tool, not a compliance certification, and does not constitute legal advice.