SKEDMIA

ISO/IEC 38500:2024

Information technology — Governance of IT for the organization

GUIDE

Document Master List

Controlled list of every document supplied in the ISO/IEC 38500:2024 kit, with its revision status and owner.

Document control

Document number	GDE-02	**Revision**	0
Document title	Document Master List	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	IT Governance Framework	**Classification**	Internal
Standard clauses	7.5	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as [Organisation Name] with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

This master list records every document in the ISO/IEC 38500:2024 Complete Documentation Kit. It is the register required by the standard's documented-information clause: when [Organisation Name] adopts the kit, update the revision and issue-date columns as each document is approved, and add any document created locally.

How to use this list

Keep one controlled copy. Every time a document is revised, raise its revision number here and on the document's own cover page. An auditor will normally ask for this list first and sample from it.

Doc. No	Document title	Clause(s)	Owner
00 Read Me First			
GDE-01	Kit Guide and Implementation Roadmap	5.8, 5, 7.2.3, 6, 6.2.2, 5.12	Company Secretary
01 Manual			
MAN-01	Governance of IT Framework Manual	1, 3, 4.1.1, 4.2, 5.1, 6.1, 6.4, 7.1	Governing Body
MAN-02	Conformity and Assessment Position Statement	1, 2	Governing Body
MAN-03	Scope and Boundaries of the IT Governance Framework	1, 7.1	Company Secretary
02 Policies			
POL-01	Governing Body Charter and Terms of Reference for the Governance of IT	4.1.1, 5.6, 7.2.7	Governing Body
POL-02	Governance-Management Boundary Statement	3.7, 3.9, 6.3, 6.4	Chief Executive
POL-03	IT Governance Framework Policy	7.2.4	Governing Body
POL-04	Governance Outcomes and Performance Definition Statement	4.1.1, 4.1.2, 4.1.3	Governing Body
POL-05	Governance Culture, Digital Ethics and Social Responsibility Position	4.1.4, 5.8, 5.11	Governing Body
POL-06	Purpose and IT Value Generation Statement	5.2, 5.3	Governing Body
POL-07	Data, AI and Decision Quality Governance Policy	4.1.3, 5.9	Governing Body
POL-08	Technology Risk Governance Policy and Board Risk Appetite Statement	5.10	Governing Body
POL-09	Delegation of Authority Instrument and Decision Thresholds	7.2.5	Governing Body
03 Procedures			
PRO-01	Objectives and Planning to Achieve Them	7.2.2	Company Secretary
PRO-02	Communication	5.7	Company Secretary
PRO-03	Monitoring, Measurement, Analysis and Evaluation	7.2.6	Company Secretary
PRO-04	Evaluation of Compliance with Legal and Other Requirements	6.2.4	Company Secretary
PRO-05	Internal Audit	5.5	Head of Internal Audit

Doc. No	Document title	Clause(s)	Owner
PRO-06	Governance of IT Model Procedure - Engage, Evaluate, Direct and Monitor	6.1, 6.2, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.4	Governing Body
PRO-07	IT Policy Architecture, Master Index and Policy Review Procedure	7.2.4	Company Secretary
PRO-08	Governance of IT Assessment Procedure and Improvement Roadmap	5.5, 5.12, 6.2.4	Head of Internal Audit
04 Forms, Registers & Templates			
FRM-01	Monitoring Report Pack, Performance Dashboard and Viability Review	3.8, 5.12, 6.2.4, 7.2.6	Chief Executive
FRM-02	Accountability and Decision Rights Matrix	5.6, 7.2.7	Company Secretary
FRM-03	Proposal and Options Evaluation Template	3.2, 6.2.2	Chief Information Officer
FRM-04	Governance Agenda, Minuting and Direction Record Standard	3.1, 6.2, 6.2.3	Company Secretary
FRM-05	Competence Matrix and Training Record	7.2.3	Nomination and Governance Committee Chair
04 Forms, Registers & Templates			
REG-01	ISO 37000 Alignment and Governance Terminology Matrix	2, 3	Company Secretary
REG-02	Principles Adoption Statement and Principle Implications and Outcomes Register	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12	Governing Body
REG-03	Stakeholder Identification, Relevance Criteria and Engagement Log	5.7, 6.2.1	Company Secretary
REG-04	Legal and Other Requirements Register	6.2.4	Company Secretary
REG-05	Risk and Opportunity Register	5.10	Company Secretary
REG-06	Objectives and Action Plan Tracker	7.2.2	Company Secretary
REG-07	Framework Element Register	7.1, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.2.6, 7.2.7	Company Secretary
05 Plans & Programmes			
PLN-01	Digital and IT Strategy and Objectives Cascade	5.4, 7.2.2	Governing Body
PLN-02	Oversight Plan and Assurance Map	5.5, 7.2.6	Head of Internal Audit
PLN-03	Digital Capability and Resource Plan	7.2.3	Chief Information Officer

Doc. No	Document title	Clause(s)	Owner
PLN-04	Annual Internal Audit Programme	5.5	Head of Internal Audit
PLN-05	Competence and Training Plan	7.2.3, 5.8	Nomination and Governance Committee Chair
PLN-06	Communication Plan	5.7	Company Secretary
06 Checklists			
CHK-01	Governance Maturity Workbook, Evidence Register and Scoring Rubric	4.1, 5.1, 5.12, 6.2, 7.2	Head of Internal Audit
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	5.5	Company Secretary
TRN-02	Trainer's Guide	5.5	Company Secretary
TRN-03	Presentation Slides Outline	5.5	Company Secretary
TRN-04	Exercises and Case Studies	5.5	Company Secretary
TRN-05	Examination	5.5	Company Secretary
TRN-06	Examination Answer Key and Marking Scheme	5.5	Company Secretary
TRN-07	Course Forms	5.5	Company Secretary
TRN-08	Certificate of Training Template	5.5	Company Secretary

Revision status

Record the approved revision of each document as it is issued. Rows are pre-filled at revision 0 (first issue).

Doc. No	Rev.	Issue date	Approved by	Next review
GDE-01	0	[Date]	[Name]	[Date]
MAN-01	0	[Date]	[Name]	[Date]
MAN-02	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
MAN-03	0	[Date]	[Name]	[Date]
POL-01	0	[Date]	[Name]	[Date]
POL-02	0	[Date]	[Name]	[Date]
POL-03	0	[Date]	[Name]	[Date]
POL-04	0	[Date]	[Name]	[Date]
POL-05	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
POL-06	0	[Date]	[Name]	[Date]
PLN-01	0	[Date]	[Name]	[Date]
PRO-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
PRO-03	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
PRO-04	0	[Date]	[Name]	[Date]
PRO-05	0	[Date]	[Name]	[Date]
PLN-02	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
POL-07	0	[Date]	[Name]	[Date]
POL-08	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
PRO-06	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
FRM-05	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
PLN-03	0	[Date]	[Name]	[Date]
PRO-07	0	[Date]	[Name]	[Date]
POL-09	0	[Date]	[Name]	[Date]
PLN-04	0	[Date]	[Name]	[Date]
PRO-08	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
PLN-05	0	[Date]	[Name]	[Date]
PLN-06	0	[Date]	[Name]	[Date]
TRN-01	0	[Date]	[Name]	[Date]
TRN-02	0	[Date]	[Name]	[Date]
TRN-03	0	[Date]	[Name]	[Date]
TRN-04	0	[Date]	[Name]	[Date]
TRN-05	0	[Date]	[Name]	[Date]
TRN-06	0	[Date]	[Name]	[Date]
TRN-07	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
TRN-08	0	[Date]	[Name]	[Date]

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ISO/IEC 38500:2024

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Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO/IEC 38500:2024 — the table certification bodies ask for at stage 1.

Document control

Document number	GDE-03	**Revision**	0
Document title	Clause Cross-Reference Matrix	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	IT Governance Framework	**Classification**	Internal
Standard clauses	—	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

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Use this matrix to demonstrate that every requirement of ISO/IEC 38500:2024 is addressed by documented information. Complete the final column with the evidence or record that proves the requirement is being met in practice, and take it to the stage 1 audit.

Good practice

Auditors use a matrix like this to plan their sample. A complete, honest matrix shortens stage 1 considerably; an aspirational one invites a deeper audit.

Clause	Kit document(s)	Evidence / records in use
1	MAN-01, MAN-02, MAN-03	
2	MAN-02, REG-01	
3	MAN-01, REG-01	
3.1	FRM-04	
3.2	FRM-03	
3.7	POL-02	
3.8	FRM-01	
3.9	POL-02	
4.1	CHK-01	
4.1.1	MAN-01, POL-01, POL-04	
4.1.2	POL-04	
4.1.3	POL-04, POL-07	
4.1.4	POL-05	
4.2	MAN-01	
5	GDE-01	
5.1	CHK-01, MAN-01, REG-02	
5.2	POL-06, REG-02	
5.3	POL-06, REG-02	
5.4	PLN-01, REG-02	
5.5	PLN-02, PLN-04, PRO-05, PRO-08, REG-02, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
5.6	FRM-02, POL-01, REG-02	
5.7	PLN-06, PRO-02, REG-02, REG-03	
5.8	GDE-01, PLN-05, POL-05, REG-02	
5.9	POL-07, REG-02	
5.10	POL-08, REG-02, REG-05	
5.11	POL-05, REG-02	
5.12	CHK-01, FRM-01, GDE-01, PRO-08, REG-02	

Clause	Kit document(s)	Evidence / records in use
6	GDE-01	
6.1	MAN-01, PRO-06	
6.2	CHK-01, FRM-04, PRO-06	
6.2.1	PRO-06, REG-03	
6.2.2	FRM-03, GDE-01, PRO-06	
6.2.3	FRM-04, PRO-06	
6.2.4	FRM-01, PRO-04, PRO-06, PRO-08, REG-04	
6.3	POL-02	
6.4	MAN-01, POL-02, PRO-06	
7.1	MAN-01, MAN-03, REG-07	
7.2	CHK-01	
7.2.1	REG-07	
7.2.2	PLN-01, PRO-01, REG-06, REG-07	
7.2.3	FRM-05, GDE-01, PLN-03, PLN-05, REG-07	
7.2.4	POL-03, PRO-07, REG-07	
7.2.5	POL-09, REG-07	
7.2.6	FRM-01, PLN-02, PRO-03, REG-07	
7.2.7	FRM-02, POL-01, REG-07	

End of document · GDE-03 Clause Cross-Reference Matrix · ISO/IEC 38500:2024 Documentation Kit ·