MONTHLY WORDPRESS MAINTENANCE REPORT

[Client name]

Prepared by [Your agency] for [Client contact name]

Website	[www.example.com]
Report period	[1 October 2026] to [31 October 2026]
Care plan	[Plan name, e.g. Essential / Pro] · [N] hours of support included
Your contact	[Name] · [email] · [phone]

1. This month at a glance

VULNERABILITIES FIXED	UPDATES APPLIED	UPTIME	BACKUPS
[3]	**[12]**	**[99.98%]**	**[31]**
[0] still open	core, plugins and themes	[1] short outage	restore test: [passed]

Summary.
[Two or three sentences in plain words. What was the most important thing you did, what risk did it remove, and is there anything the client needs to decide? Example: "Your site was kept up to date and safe all month. We patched three security flaws within a day of the fixes being released, including one in your contact form that attackers are actively using. Your backups were tested by restoring a full copy, which worked. One thing to decide: your booking plugin is no longer maintained (see Recommendations)."]

Area	Status	Note
Security	**[✓ Good]**	[All known vulnerabilities fixed and re-checked.]
Updates	**[✓ Good]**	[Everything current except one plugin held back, see section 3.]
Backups	**[✓ Good]**	[Daily backups; full restore tested on 14 October.]
Uptime and speed	**[! Watch]**	[One 12-minute outage caused by the host. Pages load in 1.8 s.]

Status key: ✓ Good · ! Watch (no action needed from you yet) · ✕ Needs a decision. The symbol and the word always go together, so the table reads the same in black and white.

2. Security

Vulnerabilities fixed this month

Plugin, theme or core	What the problem was (plain English)	Severity	Fixed by updating to	Date fixed	Re-checked
[Contact form plugin]	[Anyone could hide code in a form message that would run when an administrator opened it.]	[High]	[5.9.2]	[03-10-2026]	[✓ Yes]

[Page builder plugin]	[Logged-in subscribers could change settings that only administrators should be able to change.]	[Medium]	[3.24.1]	[10-10-2026]	[✓ Yes]
[WordPress core]	[A booby-trapped link could make a logged-in administrator change a setting without realizing.]	[Low]	[6.6.2]	[21-10-2026]	[✓ Yes]

> **Writing the one-liners.** One sentence: who could do what, and what it could lead to. Skip the jargon. Useful translations:
>
> - *Cross-site scripting (XSS):* someone could slip in code that runs in a visitor's or administrator's browser.
> - *SQL injection:* a flaw that could let an attacker read or change what is stored in the database.
> - *Broken access control / missing authorization:* a user could do things their role should not allow.
> - *Cross-site request forgery (CSRF):* a trick link could make a logged-in administrator take an action without knowing.
> - *Remote code execution:* an attacker could run their own programs on the website's server. The most serious kind.
>
> "Re-checked" means you scanned again after updating and the issue no longer shows. Only say "fixed" once it has been re-checked.

Still open, and what we're doing about it

Plugin or theme	Issue	Why it's still open	What we're doing
[Booking plugin]	[Customer details could be viewed by other logged-in users.]	[No fix released yet by the developer.]	[Feature switched off until a fix is out; checking daily.]

Other security checks

Check	Result	Note
Malware scan	[✓ Clean]	[Scanned weekly; nothing found.]
WordPress core files match the official release	[✓ Yes]	[No changed or extra core files.]
Failed login attempts blocked	[1,284]	[Normal background noise; no account was locked.]
Administrator accounts reviewed	[✓ 3 accounts]	[Removed one former staff login on your request.]
Two-factor sign-in for administrators	[! 2 of 3]	[One administrator still to set it up.]
SSL certificate	[✓ Valid]	[Renews automatically on 14-01-2027.]

3. Updates

[N] updates applied this month. Before each round we took a backup so any update could be undone, and checked the key pages afterwards.

Name	Type	From	To	Date	Notes
[WordPress]	Core	[6.6.1]	[6.6.2]	[21-10-2026]	[Security release]
[Contact form plugin]	Plugin	[5.8.7]	[5.9.2]	[03-10-2026]	[Security fix, see section 2]
[SEO plugin]	Plugin	[23.4]	[23.6]	[10-10-2026]	

[Theme name]	Theme	[1.4.0]	[1.5.0]	[10-10-2026]

Held back on purpose

Name	Available version	Why we waited, and when we'll do it
[Shop plugin]	[9.0.0]	[A major release that changes checkout. Testing on a staging copy first; planned for 05-11-2026.]

4. Backups

Item	Detail
Schedule	[Daily files and database, kept for 30 days]
Backups taken this month	[31 of 31 succeeded]
Stored	[Off-site, encrypted, in a different provider from your host]
Most recent backup	[31-10-2026 02:00]

Restore test. A backup is only proven once it has been restored. This month we restored [the full site] from the backup of [14-10-2026] to [a private test copy] and checked [that every file matched and the home, contact and shop pages worked].

Result: [✓ Passed] · Time to restore: [11 minutes]

5. Uptime and performance

UPTIME
[99.98%]
checked every [minute]

RESPONSE TIME
[420 ms]
average

PAGE LOAD (MOBILE)
[1.8 s]
largest content shown

LAST MONTH
[99.95%]
uptime, for comparison

Outages

Started	Lasted	Cause and what we did
[18-10-2026 03:12]	[12 min]	[The host restarted its servers. We were alerted straight away and confirmed the site came back on its own.]

Core Web Vitals

Measure (what it means)	Target	This month	Result
Largest Contentful Paint (how fast the main content appears)	under 2.5 s	[1.8 s]	[✓ Pass]
Interaction to Next Paint (how quickly the page responds to a tap)	under 200 ms	[140 ms]	[✓ Pass]

Cumulative Layout Shift (how much the page jumps while loading)	under 0.1	[0.04]	[✓ Pass]

6. Traffic (optional: delete if you don't report on traffic)

Measure	This month	Last month	Change
Visitors	[4,812]	[4,390]	[▲ 9.6%]
Page views	[11,240]	[10,905]	[▲ 3.1%]
Enquiries or sales from the site	[37]	[29]	[▲ 8]

Top pages: [Home · Services · Contact]. Main sources: [Google search 58% · Direct 24% · Social 9%].

7. Work log and time

Date	Task	Requested by	Time
[03-10-2026]	[Patched contact form security flaw and re-checked]	[Routine]	[0.25 h]
[09-10-2026]	[Updated opening hours on the Contact page]	[Client]	[0.5 h]
[14-10-2026]	[Backup restore test]	[Routine]	[0.5 h]
Total this month (plan includes [2] hours)			**[1.25 h]**

8. Recommendations

Priority	Recommendation	Why it matters	Effort or cost
[× High]	[Replace the booking plugin]	[It has had no updates for 14 months and has an unfixed security flaw. A maintained alternative does the same job.]	[About 3 h]
[! Medium]	[Turn on two-factor sign-in for every administrator]	[Stolen passwords are the most common way into an admin account.]	[10 min each]
[Low]	[Compress the home page images]	[Would make the page load about half a second faster on phones.]	[Included]

9. Next month

- [Shop plugin major update after testing on staging, planned for 05-11-2026]
- [Next restore test: mid-November]
- [Year-end check of plugins that are no longer maintained]

What we need from you

- [A decision on replacing the booking plugin (see Recommendations)]
- [Holiday opening hours for the Contact page, by 20 November]

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Questions about this report? Reply to this email or call [Name] on [phone].

Using this template (delete this page before sending)

- **Fill in every highlighted [placeholder]**, then remove the highlight. Delete any section you don't offer rather than leaving it empty.
- **Lead with the summary.** Most clients read the first page only. Put the one decision you need from them there.
- **Say what risk you removed, not just what you clicked.** "Patched a flaw attackers are using" is worth more to a client than "updated 12 plugins".
- **Only call something fixed once it has been re-checked.** Scan again after the update and note the date.
- **Prove backups by restoring one.** A restore test once a month, with the result and the time it took, answers "could you get us back?" before anyone has to ask.
- **Never show status by color alone.** Keep the symbol and the word (✓ Good, ! Watch, ✕ Needs a decision) so the report works printed in black and white.
- **Send it on the same day each month,** with the PDF attached and the summary pasted into the email body.

Free to use and change for your own clients. You can remove the small footer line.