Transparent, effective reporting hints

Simplicity for SPEED

Transparent Reporting

Hints to effectively use your reporting resources

As less as **reporting as feasible – as much reporting as needed**

Contents of a transparent, efective Reporting:

Clarifying, understanding overview about **Targets, Plan and Actual numbers,** der Key Meilenstein Zahlen, Lead Times, thresholds, exceeded thresholds, **visual Baselines versus actual Lines, Key Message and corrective actions, AP and decision Lists.**

Continuous Optimisation

Regular Feedback survey to the reader of the report inside and outside your organisation.

What is the **specific benefit** you are taking from the report? What can be deleted? Is there anything missing? Is the report intuitively understandable?

Implementation of the Feedback

Ensuring the added value of each of the report slide

✓ The message and intention is fully understood by the audience

✓ Reading audience act actively on the report and start making decision

Key Message – Hint1

Check before writing a 'Key Message':

Take a moment

➢ What would you tell your colleagues and your management in case you meet them for 30 seconds in the elevator?

➢ What would you write if this message would be part of the latest news in the financial times?

Key Message – Hint 2

Check after writing the 'Key Message':

➢Read the text out load.

➢Is your message easy to understand?

➢ Simplify if possible.

➢ Use short sentences.

➢Avoid abbreviations and fill words.

Corrective Measurement – Hint 1

When to write 'corrective actions' :

➢In case you face challenges risking to be able to achieve targets.
➢In case the weekly run rate is below target.

➢In case actual figures are below the baseline

➢KPI is not achieved or thresholds are exceeded
and
➢Belonging Reasons are long term.

Corrective actions – Hint 2

Content of 'corrective actions'

For each challenge or risks write:
How you plan to correct the challenge?

What has been performed to correct the topic.
Are there more solutions available? Do you need a
management decision? Do you need any other support from
colleagues to help solving the issue?

Express the corrective action 'SMART':
S- Specific
M- Measurable A: Achievable
R- Realistic
T- Time schedule

Benefit of a transparent reporting

➢ Effective Timemanagment

➢ Optimal usage of reporting resources in your organisation

➢ Solid basis enable desision making

➢ Pro active corrective actions to achieve measurable targets