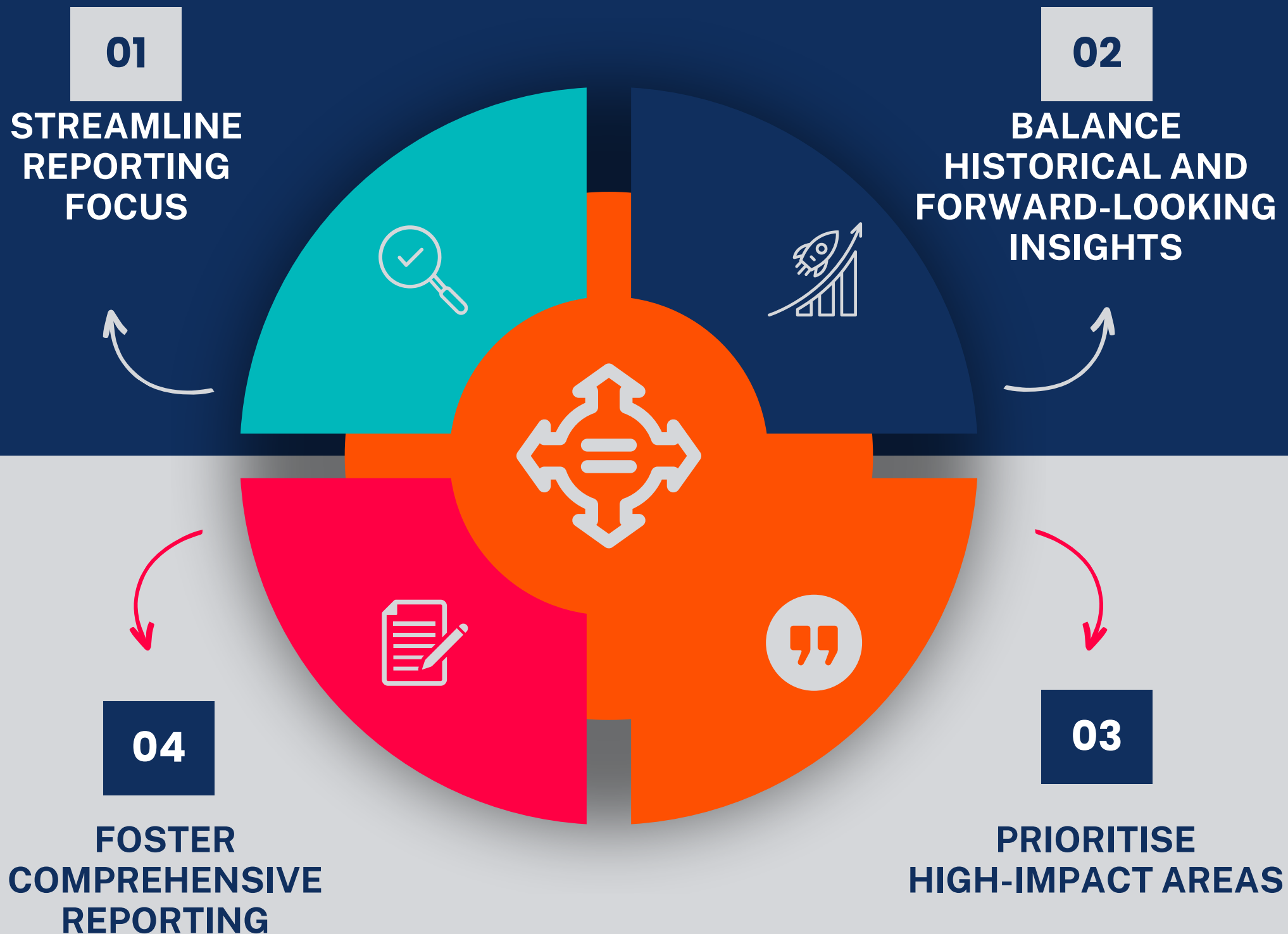


THE 4 STEPS PROJECT CONTROLS UPLIFT

Optimise your
executive reports with
these quick steps.



ENSURING ACCESS TO ESSENTIAL CONTROLS



THE 4 STEPS IN MORE DETAILS

STREAMLINE REPORTING FOCUS

- **KEEP IT RELEVANT**
Prioritise information relevant to program objectives.
- **KNOW YOUR AUDIENCE**
ensure the reported information is tailored to the report stakeholders.
- **KEEP IT SIMPLE**
clarity and conciseness will enhance understanding and decision-making.

BALANCE HISTORICAL & FORWARD-LOOKING INSIGHTS

- **MANAGE EXPECTATIONS**
Include forward-looking perspectives alongside historical data.
- **DECISION MAKING**
Enable proactive decision-making by anticipating future trends and challenges.
- **DATA QUALITY**
Ensure the data is reviewed and consistent between each report to maintain credibility of the information shared.

PRIORITISE HIGH-IMPACT AREAS

- **HIGH-LEVEL STATEMENTS**
Replace high-level statements with fact based data: especially relating to risks, issues, and workload considerations.
- **PIPELINE**
Ensure visibility of work pipeline broken down per major milestone to track progress effectively.

FOSTER COMPREHENSIVE REPORTING

- **ADDITIONAL DETAILS**
Encourage the reporting team to provide relevant insights beyond requested information.
- **WHY IT IS IMPORTANT**
Articulate the relevance of additional insights to facilitate informed decision-making.
- **ANSWER TO THE "SO WHAT?"**
While dashboards provide a good understanding of the performance, use commentary to ensure the audience understand what they should take away





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*Optimise your business
performance reporting
and
Streamline your decision
making process*



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