

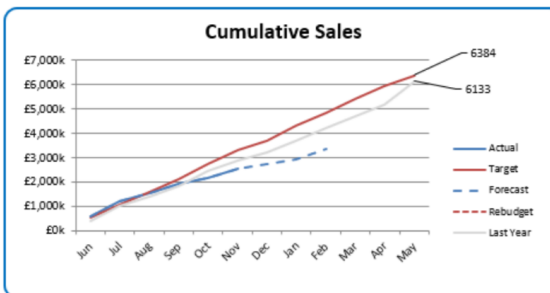
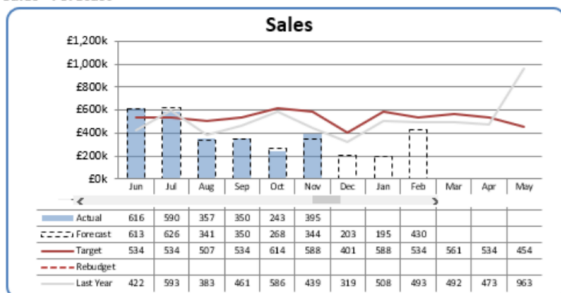
[Business/Department Name Here]

Headline for [Month Name]

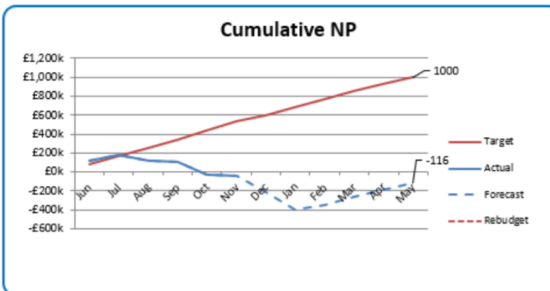
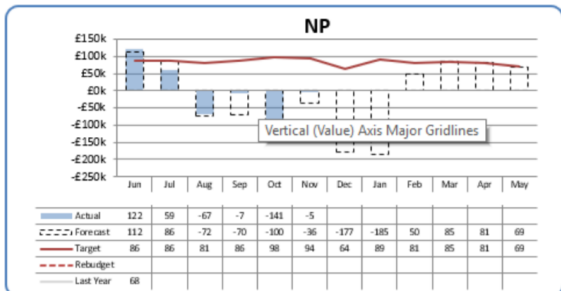
This is a short paragraph, no more than a sentence or two, which gives the main summary of the month. Think of it like a tweet. It is actually quite hard to summarise a whole month in to just a short space, so make sure it doesn't turn in to half a page. Basically: "Good", "OKish" or "We Need to Talk".

Financial Trends

Sales - Forecast



NP-Forecast



Month in Review

- This is where you can go in to a bit more detail
- Include some other measures such as order book, Quality, H&S, Delivery. Highlight things that are news – not just a copy and paste of the usual measures. You are the editor not a list writer.
- Make sure you mention key decisions that you have made
- Include good news as well as less good – take credit where it is due
- Don't forget to include things that the directors need to be told about – key risks and opportunities

Forecast

- The financial forecast can be put in the graphs above (as dotted boxes)
- Talk here about key events coming up soon such as new capex being approved or installed, new programmes, peaks or troughs in load, recruitment, new starters, projects you are driving through
- When it comes to next month, report on how these things went (or didn't).
- Include decisions that need to be taken or things that need to be discussed and agreed on

Appendices

If you have to provide more detail than can fit on one page then use an appendix – but expect people to only read it if you refer to it on the front page and they need more detail. Don't use it just to cover your tracks so you can say I told you so.