Monthly report template

One page. Send it in the first three working days of the month.

Monthly report: team or project , month and year

Summary

Three sentences: the month in one line, the biggest risk, the one thing you need

Delivered this month

Outcome, linked · Outcome, linked

Goals and progress

Goal : on track, at risk or off track , where it stands against the plan

Risks and issues

Risk , likely effect , what we're doing about it

Decisions or help needed

Decision or resource from person by date

Next month

Three to five outcomes we expect to deliver

Team notes

Hires, departures, time off or changes in how we work