Problem Statement

Component	Description
The Goal	Establish a standardized, error-proof, cross-departmental monthly reporting process.
The Gap	Lack of a single, agreed-upon data hand-off process (i.e., every department follows its own rules).
The Symptoms	Reports are late (past the 5th), data is inconsistent, and finger-pointing occurs between Sales, Finance, and Ops.
The Objective	Implement a process that guarantees the final report is consolidated and ready for executive review by the **2nd of the month**.