Flash report

PROVIDE REGULAR VISIBILITY ON THE PROGRESS OF THE PROJECT

What is a Flash report?

A flash report is a succinct reporting tool that gives visibility on the health of the project, used to facilitate communication and decision-making.

When to use it?

CONTROL AND MONITORING PHASE

The flash report is used during the control phase.

It can be used as a support during project meetings, or communicated by email on a regular basis (often weekly), to key project stakeholders.

We provide you two different types of template files: Excel and Power point. Choose the one the most relevant for you.

How to use it?

- Start by filling in the important actions, as well as the related information. Rate them according to their state of progress.
- Fill in any other important achievement of the week, as well as expected decisions
- List the main risks and points that deserve attention, and suggest actions for each element

Model structure

- **Action tracking**
- **Achievements of the week**
- **Expected decisions**
- **Risks and points of attention**

Let's get started.