

Performance Reporting Template

Key Performance Questions:

Articulate the information needs that are addressed here

Headline:

Summarise the key findings and performance levels

Narrative/ Commentary:

Articulate the information needs that are addressed here

Traffic light & forward look:

Assessment of performance levels now and in the future

Narrative/ Commentary:

High level summary of the data

Key risks/ issues/ learning points:

Explains the data in a bit more detail and put the data into context

Key actions required

Outline the key activities and actions that are necessary to address the risks and issues