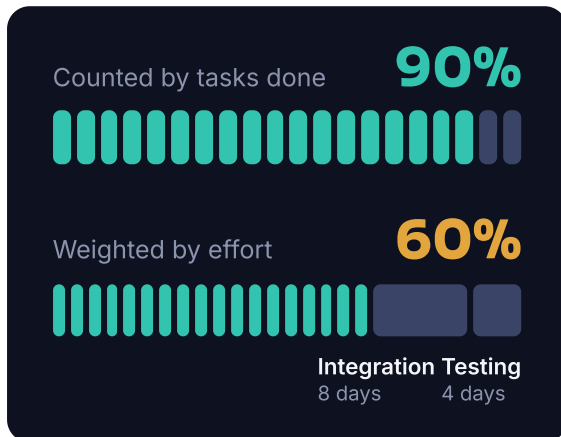


The status report people believe.

1. Show two numbers

Counting tasks says 90%. Weighing by effort says 60%. The gap is the work still hiding.



2. Let rules pick the status

First rule that fits wins. Nobody types a colour.

1	Done	Effort is at 100%.
2	Blocked	Something is written in "Blocked by".
3	Late	Today is past the due date.
4	At risk	Effort is behind the plan by more than 15%.
5	On track	None of the above.

3. Every stuck project needs four things

Waiting on

who has the next move

Next step

one action

Owner

one name

By

one date

4. Run the meeting in this order

- 1 Needs attention list
- 2 The two progress numbers
- 3 Filter by owner
- 4 What changed since last week

5. Check before you send

- ☐ The report date is today
- ☐ Every blocker names who it is waiting on
- ☐ Every stuck line has an owner and a date
- ☐ Someone who missed the meeting can read it alone

Free Excel template and the full guide: darwishqannan.com