

Reporting inputs become a reviewed management summary

You practise this in the course

PERIOD

September compared with August

SOURCE

Regional order sheets

Region	Aug	Sep	Change
North	120	108	-12 (-10%)
South	95	101	+6 (+6%)
West	64	66	+2 (+3%)
Total	279	275	-4 (-1%)

Summary

- Orders were broadly steady overall, down 1%.
- North fell by 10%; South and West rose slightly.

What we don't know yet

Why North fell. The data does not say; the regional lead will report back before the next meeting.

YOU START WITH

Monthly order numbers for three regions.

WHAT YOU PRACTISE

Summarising data and explaining what changed, with checks designed into the report.

THE PROMPT USED

"Summarise the change between August and September by region. Show the totals and percentage changes, say what the data does not explain, and suggest one follow-up action. Keep it to half a page."

THE FINISHED OUTPUT CONTAINS

- What changed, by how much
- What the data shows and what it does not
- Actions with owners

STILL NEEDS HUMAN CHECKING

- Totals and percentages against the source
- Causes confirmed with the people involved
- That nothing is presented as more certain than it is

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