

# GUIDE TO COMPLETING THE MONTHLY BOARD REPORT TEMPLATE

The Programme Report is editable. You may wish to add further detail or tailor the content based on local needs.

## PROJECT UPDATES

Project leads should be asked to provide the details required for project updates. You may already have established a mechanism for them to report monthly on the project. If so, the pertinent information can be moved across from those reports.

RAG (Red/Amber/Green) ratings are provided to help quickly identify what is on track and what is at risk.






We recommend that you cast a critical eye over the information provided. You will need to ensure that the pitch of the information is at the right level for the Board; they won't need every last detail. Also be mindful of whether there is a sense of progress, i.e. have the actions described in the previous report been taken, or is there a clear rationale why not? Is there evidence that the risks are being managed? Does what you know about the current status of the project fit with what the report states?

You may need to revert back to the project lead to check details before circulation to Board members.



## RAG (Red/Amber/Green rating system)

Ratings are provided to help quickly identify what is on track and what is at risk. Considerations for these could include time, quality, cost and stakeholder engagement.

-  At significant risk of failure to deliver, requiring immediate attention and corrective action to be taken
-  Serious risk(s) which could have a major impact on the project and which need to be managed closely
-  Potential risk(s) exist which could have an impact on the project and need to be managed
-  Low level or emerging risk(s) which could impact the project but which can be managed
-  Minor risk(s) unlikely to have impact on the project