



# Meetings and Status Reporting

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This class discusses the true value of status reporting and provides various techniques for writing status reports and managing meetings. To that end, this class also provides usable examples of department status reports, meeting agendas, meeting minutes, project status reports, staff availability reports, project portfolio reports and other usable templates.

Listed below are some of the topics covered in this class:

## **Value of reporting**

- Why write status reports and the difficulty writing them well
- Importance to your manager, your users, your staff and yourself

## **General department reporting**

- Department status report and dashboard report examples
- Staff project availability, scheduling and training needs reports

## **Meetings, agendas and minutes**

- Importance of staff meetings and ways to run staff meetings
- Meeting agendas, meeting minutes and one-on-one manager meeting agenda formats

## **Single project reporting**

- Project overview reports and status report formats
- Project risk matrix, issues log and project post mortem formats

## **Single project reporting**

- List and status of all projects, simple gaunt chart
- Project skill set matrix

## **Food for thought**

- How can your staff meetings be improved?
- No time to write status reports. What do you do?