

REPORTING TEMPLATE

Weekly Owner Report

A one-page update anyone can produce in 15 minutes - and a manager can actually act on.

What changed this week

The few things that actually moved: wins, losses, notable shifts.

KPIs

The numbers you track, this week vs. target or last week.

Exceptions

What went off-script, and why.

Customer risks

Accounts or jobs where the customer may be feeling dropped.

Operational blockers

What's slowing the team down that needs removing.

Decisions required

What you need a decision on - and from whom.

Owners & deadlines

Who owns each next step, and by when.
