Monthly Management Report

[Company name] [Month, year]

Executive summary

[Three sentences on the month: what went well, what did not, and what needs attention.]

Key figures

Measure	Target	Actual	Variance	Trend
[Revenue]	[0]	[0]	[0]	[Up / Down]
[Costs]	[0]	[0]	[0]	[Up / Down]
[Customers]	[0]	[0]	[0]	[Up / Down]

Progress and achievements

[Main results this month, by team or goal.]

Decisions made in meetings this month

Meeting date	Decision	Owner
[Date]	[Decision]	[Name]
[Date]	[Decision]	[Name]
[Date]	[Decision]	[Name]

Open actions and outstanding matters

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Priorities for next month

[Up to three priorities, each with an owner.]