

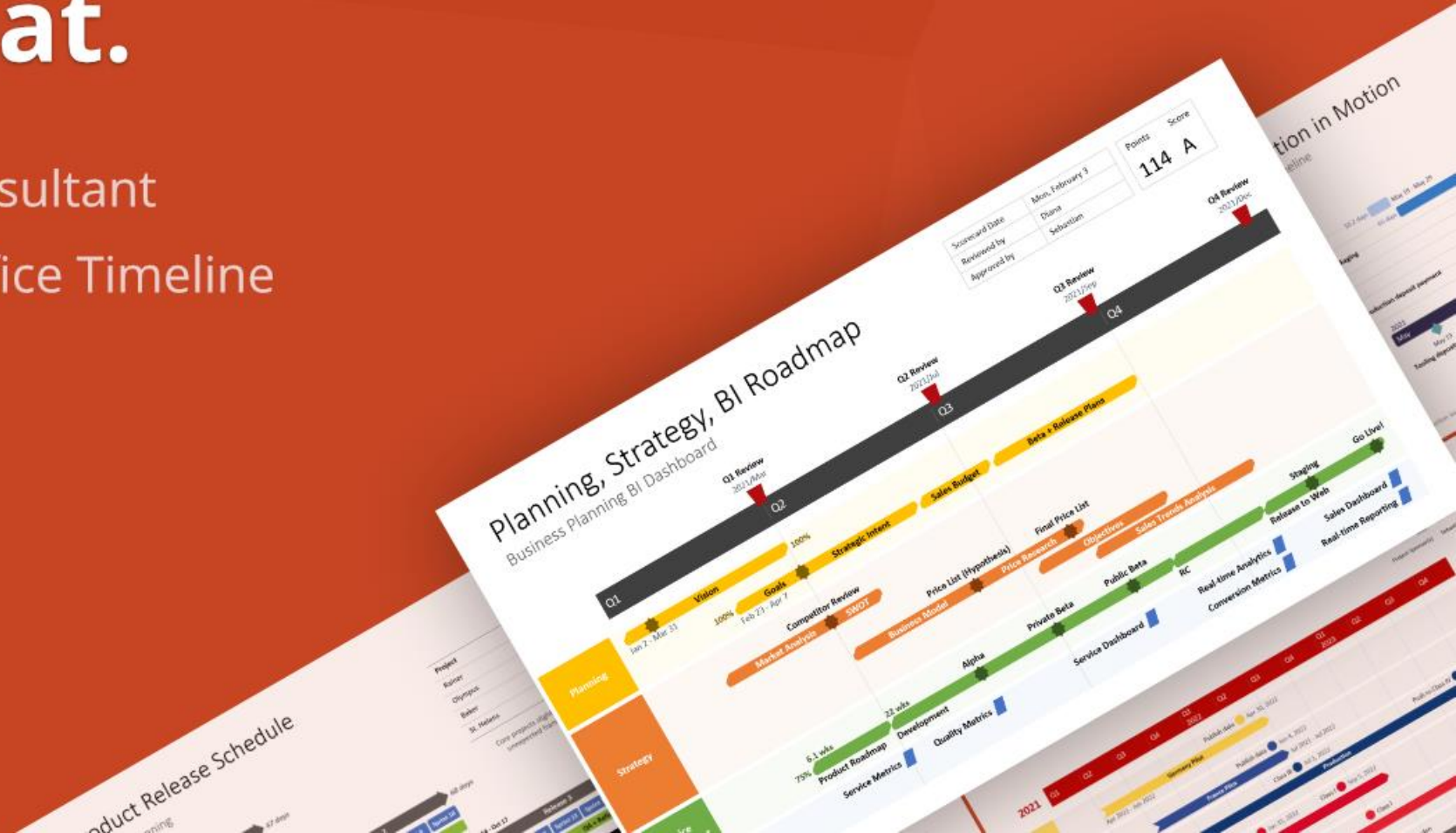
Why stakeholders regularly ignore your project reports and how to fix that.

with Peter Taylor, PMO Consultant
and Tim Stumbles, CEO, Office Timeline

Peter



Tim



Peter Taylor – Keynote Speaker - Trainer, Coach & Executive Advisor @ Perflo



Speaker, Consultant, Trainer and Coach, Peter is the author of the number 1 bestselling project management book 'The Lazy Project Manager', along with many other books on Project Management, PMO leadership and development, Executive Sponsorship, Transformation Leadership, and Speaking Skills.

Peter has delivered over 450 lectures around the world in over 25 countries and has been described as 'perhaps the most entertaining and inspiring speaker in the project management world today'.

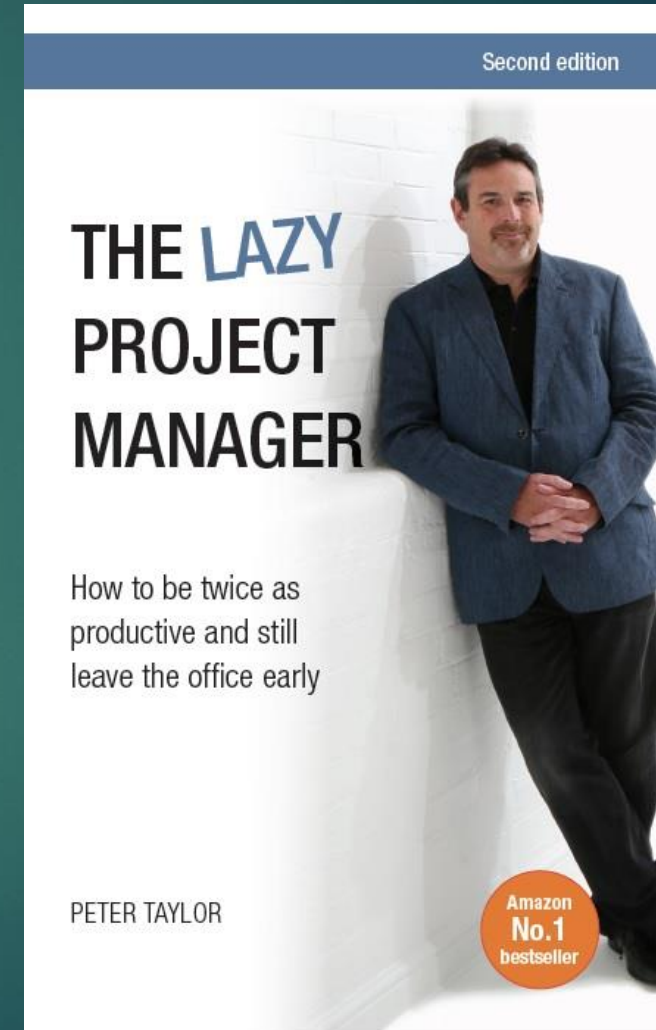
www.thelazyprojectmanager.com

Experience of driving change management, business transformation, service transition, project strategies, technology roadmaps, and business benefits realisation.

PMO Expert offering consultancy, training and inspiration to PMO world leaders.

<https://www.linkedin.com/in/peterbtaylor/>

The Lazy Project Manager



CERTIFICATE

THIS CERTIFICATE IS PROUDLY AWARDED TO

Mr. PETER TAYLOR

APPOINTED AS THE

**PMO INFLUENCER
OF THE YEAR AWARD
WINNER**

REPRESENTING THE

UNITED KINGDOM

IN THE 2020 PMO GLOBAL AWARDS,
THE LARGEST AWARD FOR PMOs IN THE WORLD.

GIVEN ON THE 29TH OCTOBER, 2020





Status Reports...
Risk Reports...
Board/Executive Reports...
Resource Reports...
Variance Reports...

PROJECT REPORTING IS A FULLTIME
ACTIVITY

It's all about Communication

Right Information

Right Person

Right Way

Right Time



Reporting is **NOT**
Communicating

Top 5 problems with Project Reporting

1. Not including what your audience actually needs
2. Lack of standardised templates
3. Too much information – too much detail
4. Unused project reports
5. Ignoring a mistake

Cohn's law

The more time you spend in reporting on what you are doing, the less time you have to do anything. Stability is achieved when you spend all your time doing nothing but reporting on the nothing you are doing.





aptos®

Case Study

Recurring cadences of project reporting

WEEKLY – MONTHLY – QUARTERLY – AND MORE

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2021

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The 'Reporting' Challenge

The #1 way to improve the success probability of your project is to nail stakeholder buy-in - but how do you do that?

The #1 way to nail stakeholder buy-in is to give them uncomplicated visual project updates so that they actually understand your project - but how do you do that?

Next Steps

See more of what it can do



<https://www.officetimeline.com/pro>

Try it Office Timeline Pro for Free



<https://www.officetimeline.com/14-days-trial>

Get pricing and sales information



sales@officetimeline.com

Picture Superiority

- ▶ What is the Picture Superiority Effect? The picture superiority effect refers to the phenomenon where people remember pictures better than they remember the corresponding words. In other words, pictures are superior over words when it comes to recalling and recognizing information.
- ▶ Pictures have distinctive features that enable to distinguish pictures from words and such discriminability increase memory ability in comparison with verbal cues (Jenkins, Neale & Deno, 1967). Picture Superiority effect was also evident for memory recall during semantic procession (Childers & Houston, 1984). Moreover, pictures in pairs or group were better organized in our memory than words thus resulting in superiority in recall (Pavio & Csapo, 1973). The picture superiority effect is also present in spatial memory, where locations of items and photographs were remembered better than locations of words.

Picture Superiority

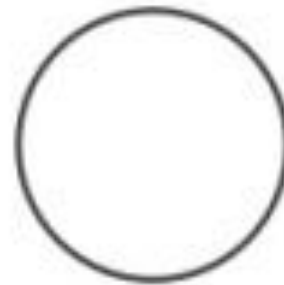
THE PICTURE SUPERIORITY EFFECT.

CIRCLE.



10%

recall 72 hours later



65%

recall 72 hours later

It's all about Communication

Right Information

Right Person

Right Way

Right Time



THANK YOU

PETER TAYLOR

SPEAKER: AUTHOR: CONSULTANT: TRAINER

THE LAZY PROJECT MANAGER WWW.THELAZYPROJECTMANAGER.COM