

Plan Your Reporting Project: Managing The Project

Key Points

- A realistic schedule will help you accomplish your objectives. The schedule should ensure that useful information is provided on a timely basis and work is carried out efficiently.
- Everyone involved should be clear on the management structure and who is responsible for what, and when. If you have partners involved in this endeavor, it is important to establish who has the ultimate decisionmaking authority.
- If you are reporting information for the first time, plan to get feedback from the subjects of your report before making the data public. Be sure to include time for reviewing and refining the contents of your report with them.

To learn more, go to [How Will You Manage This Project?](#)

Questions and Tasks

Develop a realistic schedule for your reporting project. Be sure to consider the following:

- Will this schedule allow you to meet all your objectives?
Type your response here.
- Does it include all the major steps in your project, including testing with consumers and feedback from stakeholders, providers, and/or health plans?
Type your response here.
- Will this schedule allow you to deliver information to your audience in a timely manner so that it is viewed as relevant?
Type your response here.
- Have you accounted for the time that will be needed to review and refine the content of the report?
Type your response here.
- Have you accounted for situations that may slow your progress?
Type your response here.

Do you have the staff and the leadership in place to get the work done?

- Type your response here.*
- Note the names of the people who will be leading and staffing the project.
Type your response here.
 - Identify the areas of expertise that you have covered. Note areas of expertise that you may be missing (such as statistical analysis), and indicate how you will either cover these areas or compensate for them (e.g., by contracting with a consultant or vendor).
Type your response here.
 - If you have one or more partners, have you established who will have the ultimate decisionmaking authority?
Type your response here.

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- Learn more about how you can [Plan Your Reporting Project](#).
- List [all topics in the Checklist](#).