



WELCOME TO REIMAGINING REPORT-OUTS

Learning Objectives

- **Create impact** through Report-Out activities
- **Evaluate Report-Out techniques** for different purposes
- **Scope and build your own Report-Out**



Agenda

Topic

Defining Report-Outs

Report-Out Techniques

Scoping Your Report-Out

Bringing it Home and Evaluation



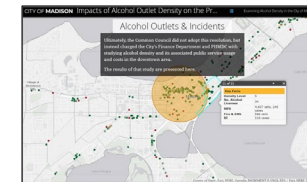
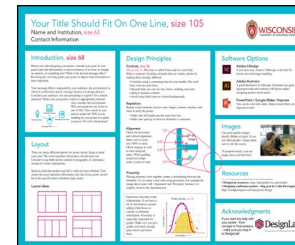
Defining Report-Outs

Collection of information-sharing techniques

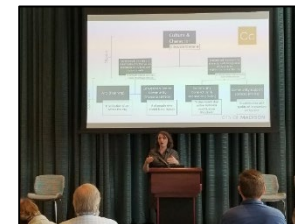


Techniques

- Lightning Talks
- Poster Presentations
- Status Updates/Dashboards
- Infographics
- After Action Reports
- Storytelling Techniques



Item	Item Name	Current	Start	End	Status	Comments / Updates
1	Complete the Business Requirements and deliver to the client.	100%	10/15	10/15	Done	10/15 to 10/15. The project is now complete and the client has received the final deliverables.
2	Organize meeting with the client to discuss the project and the client's requirements.	100%	10/15	10/15	Done	10/15 to 10/15. The meeting was held and the client's requirements were discussed.
3	Develop the project plan and deliver to the client.	100%	10/15	10/15	Done	10/15 to 10/15. The project plan was developed and delivered to the client.
4	Review the project plan with the client and make any necessary changes to the plan.	100%	10/15	10/15	Done	10/15 to 10/15. The project plan was reviewed and approved by the client.



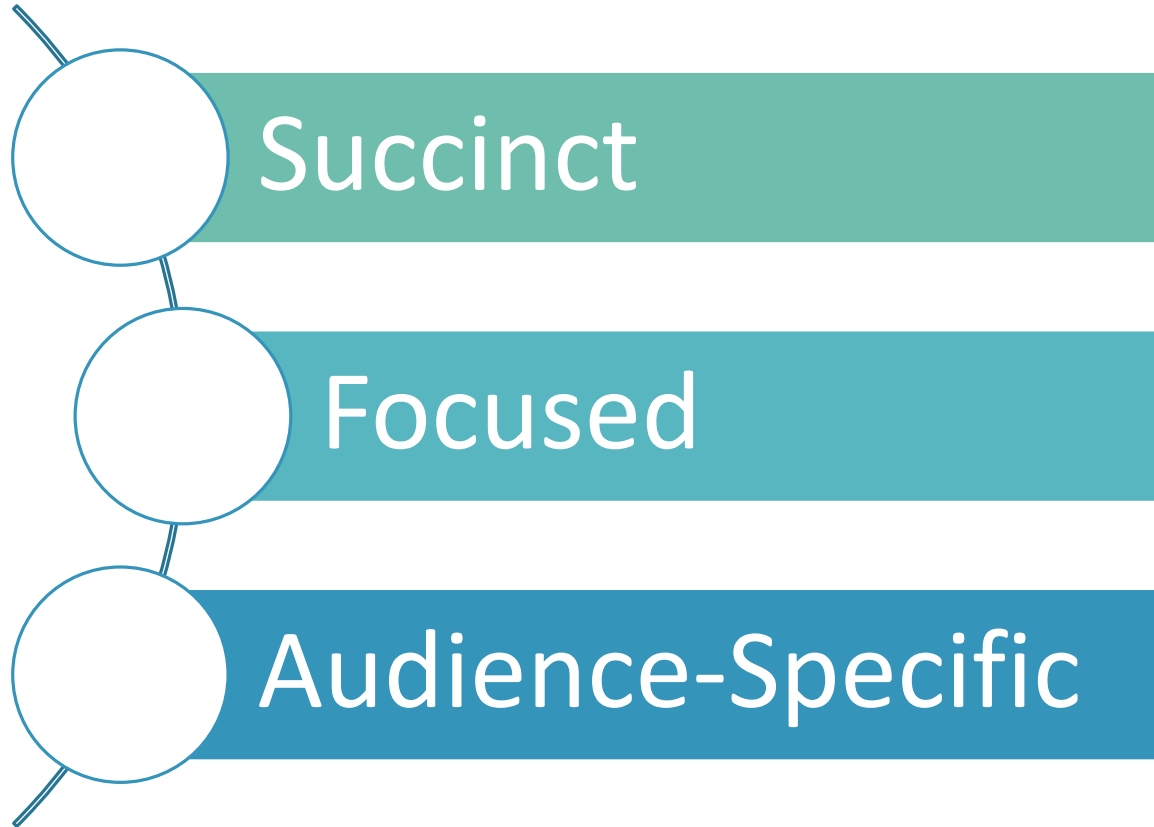
Why Report-Outs Matter



- ✓ Communication technique
- ✓ Throughout the life of a project
- ✓ Risk management technique
- ✓ What did you know?
- ✓ When did you know it?
- ✓ What did you do about it?
- ✓ It's okay to fail and still report out



3 Keys to a Report-Out with Impact



Scoping for Impact

K

Kind of data

A

Audience

W

Why?

H

How much time?

A

A/V resources

M

Method of delivery



Flip Book

Check out our sweet resources!



*A Flip Book-Style Resource Guide for
City of Madison Employees*

CITY OF **MADISON**

Try It!

Report-Out Worksheet

Map out your plan, starting with the scope

K	YOY/quant.
A	team (engineers)
W	continuous
H	improvement impact
A	5 min
M	5x5 slides
M	Zoom

Where will you Report Out?

Team meeting on 10/25

Best Method/Technique for you:

Lightning Talk (5x5)

Before you report out:

- Is it Succinct?
- Is it Focused?
- Is it Audience-Specific?

1

- Walk through KA-WHAM

2

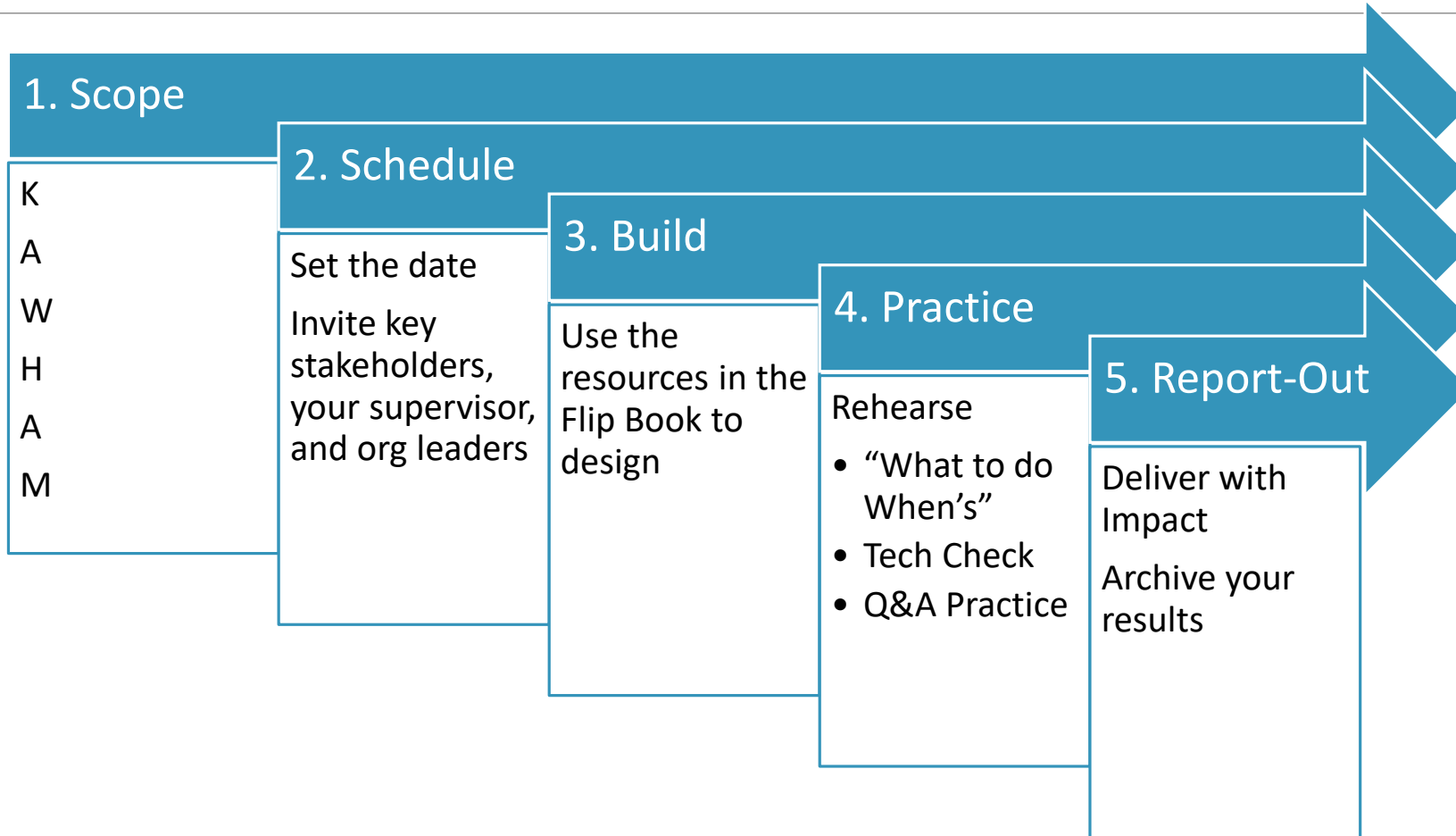
- Where deliver?

3

- Best format/technique?



Next Steps Plan



Next Steps Plan

1. Scope

K
A
W
H
A



4. Practice

Join us on
Fridays 9-11AM

- Rehearse
- "What to do When's"
- Tech Check
- Q&A Practice

5. Report-Out

Deliv



Commit to Yourself

What's one action you're going to take in the next 24h?