

The tasks list for external reporting contains the most common tasks based on experiences with a variety of companies. The list is easy adjustable.

On the basis of this task list lies the assumption that an organization reports its quarterly performance to its shareholders and other stakeholders. The associated deliverables for the external reporting have resulted in over 30 tasks from the first draft to the handout of the reports.

This task list contains a quarterly check list and calculated due date option to monitor the progress. Filter options per period, task type etc. complete this list

This SharePoint list also contains options for:

- ✓ Actions
- ✓ Action roles
- ✓ Tasks

Business case

How to structure all tasks and checks for external reporting from first draft to presentation and handout of the report?

- ✓ Frequency of use: 4 times a year
- ✓ Use ability: every organization that has to publish its performance to shareholders and stakeholders
- ✓ Solution: reporting task list per quarter, sorted per responsibility and action roles

Make or buy - payback time

Compare the purchase costs with your cost of making or outsourcing.

Internal development time:

- ✓ Experienced SharePoint user skilled in forecast updates: approx 40 hrs
- ✓ Novice SharePoint user :approx 120+ hours.

Based on this information, you can make up your mind

Payback time for this product: direct after download.

Contents of the website

- ✓ 01 Make timetable for publishing
- ✓ 02 Check completeness of data
- ✓ 03 Attach minutes from the board meeting on the external report
- ✓ 04 Attach written internal approval on data to publish

External reporting 2010

Task	Action	Action role:	Publ. period	Calc. due date	% Complete
01 Make timetable for publishing	create	communication	Q 3	10/5/2010	
02 Check completeness of data	check	CFO	Q 3	9/30/2010	
03 Attach minutes from the board meeting on the external report	create	CFO	Q 3	9/30/2010	
04 Attach written internal approval on data to publish	get approval	CFO	Q 3	9/30/2010	
05 Attach management letter on Audit of report by external auditor	get approval	auditor	Q 3	9/30/2010	
06 Make corrections on	correct mistakes	CFO	Q 3	9/30/2010	

Functionality

Knowledge workers of the Planning en Control department can use this complete list, amend it or expand it very easily, with the associated efficiency improvement and speed to operation.

This external reporting task list contains actions/tasks for sales, purchase, manufacturing, HR, asset management, project management etc.

Standard functionality for this task list:

- ✓ Structured tasks(c): all tasks are in sync with the deliverable documents
- ✓ Easy to expand and amend.
- ✓ Alerts can be send after completion of the task
- ✓ Free definition of lead time and due dates
- ✓ Calculated advise for due dates