Example Weekly Reports

Turning July's MBR commitments into this Thursday's check-in

A weekly report isn't a re-presentation of the month. It's a check on six specific things.

Committed

The blocker or variance flagged at the MBR

Progress

What moved this week, in concrete terms

Performance watch

An underperforming KPI, the fix underway, and whether it's working

Blocked by

What's stopping faster progress, named plainly

Ask from the team

A specific team, asked for something specific

Decision needed

The call to be made, and who needs to make it

The four examples that follow are illustrative — built from real July MBR commitments to show the shape of a good weekly answer.

Sales

Thurston Davis, Head of Sales

WEEK OF 18 AUG

COMMITTED (JULY MBR)

- Cut opportunity handover from 48 hrs to the 24-hr SLA
- Collect the $14,910 in pending revenue
- Re-open the Botswana pipeline ($0 in July)

PROGRESS THIS WEEK

- Handover time down to 34 hrs, from 48 hrs (29% improvement)
- $6,200 of $14,910 collected (42%); 2 accounts still being chased
- Botswana: 0 touches in July → 1 call booked this week

PERFORMANCE WATCH

- Pipeline coverage still 2× vs. the 5× target
- Fix: 2 extra prospecting days/week + reactivating 15 dormant accounts
- Working? Early yes — 6 new qualified opportunities this week, coverage up to 2.3×, still short of 5×

BLOCKED BY

- Botswana call rescheduled twice on client availability

ASK FROM THE TEAM

- Need Product/Marketing to package a Solar bundle offer by Friday — low Solar conversion is capping order growth and Sales can't fix the offer alone

DECISION NEEDED

- Should Sales keep pushing Botswana remotely, or pause until Wayne's local presence is resolved? Needs an Exco call on cost vs. pipeline value

NEXT STEP

Reroute weekend leads to close the last 10 hrs on handover

Thurston · by Monday

Confirm and hold the Botswana call

Wayne · by Thursday

Finance

Tatenda Kangayi, Cost & Financial Controller

WEEK OF 18 AUG

COMMITTED (JULY MBR)

- Publish the weekly executive dashboard (was 0%)
- Get budget variance analysis running weekly (was 0%)
- Push the 13-week cashflow forecast from 60% to 100%

PROGRESS THIS WEEK

- Dashboard build at 80% in Odoo; final 20% pending Exco sign-off
- Variance walkthrough held with 2 of 7 department heads (29%)
- Cashflow forecast at 75%, up from 60% at the MBR

PERFORMANCE WATCH

- Cash coverage ratio still 70% vs. the 100% target — unchanged for two months
- Fix: daily proof-of-demand follow-ups with the 3 largest outstanding accounts
- Working? Too early — first daily cycle only started this week, no cash movement yet

BLOCKED BY

- Dashboard sign-off waiting on Exco input
- 5 department heads haven't shared variance inputs

ASK FROM THE TEAM

- Need all 7 department heads to submit budget variance inputs by Tuesday EOD — weekly reporting can't go live without them

DECISION NEEDED

- The >5% vs. >1% target inconsistency needs an Exco ruling before this goes to the Board — which threshold is correct?

NEXT STEP

Get Exco sign-off on the dashboard layout
Tatenda · by Friday

Chase the remaining 5 heads for variance input
Tatenda · by Wednesday

Operations & Logistics

Fleet & Shared Services

WEEK OF 18 AUG

COMMITTED (JULY MBR)

- Clear the T35 and NP300 repairs backlog (pending Finance payment)
- Upgrade the e-bike fleet to comprehensive insurance
- Complete the UD Truck disposal

PROGRESS THIS WEEK

- NP300 gearbox parts payment ($380) cleared; repair set for Monday
- Comprehensive cover quoted at $95/mo (was $40 on 3rd-party); payment submitted Tuesday
- UD Truck: 1 buyer identified at 70% of book value; sale agreement in draft

PERFORMANCE WATCH

- Fleet availability still 74% vs. the 100% target — unchanged since June
- Fix: weekly inspection adherence + preventive oil top-ups to cut avoidable breakdowns
- Working? Partially — 3 vehicles avoided damage, but availability is stuck behind Finance payments

BLOCKED BY

- T35 head-service payment still awaiting Finance approval

ASK FROM THE TEAM

- Need Finance to prioritise the T35 and e-bike insurance payments this week — both are fully quoted and only waiting on approval

DECISION NEEDED

- Sell the UD Truck below book value to close it out this month, or hold for a better offer? Needs an MD call given the cost of continuing to carry it

NEXT STEP

Escalate the T35 payment with Finance
Fleet Officer · by This week

Finalise the UD Truck sale agreement
Fleet Officer · by Friday

Product Org

Best Macheka, Product Operations Manager & DPO

WEEK OF 18 AUG

COMMITTED (JULY MBR)

- Restart the stalled MS365 pipeline (0 signups from 60 contacted)
- Get an Exco decision on the ZRA Smart Invoicing blocker
- Resource the team (1 Senior DevOps + 2 interns)

PROGRESS THIS WEEK

- Re-engaged 12 of 60 contacts (20%) with a revised offer; 2 demos booked
- ZRA blocker escalated to Exco; decision requested within 5 working days
- DevOps role posted; 1 of 3 shortlisted candidates interviewed

PERFORMANCE WATCH

- Helpdesk ticket closure still 39% (9 of 23) — barely moved in 2 weeks
- Fix: reassigned 2 support staff from lower-priority work to clear the backlog
- Working? Yes, early signal — 4 more tickets closed since Monday, on pace for ~55% by Friday

BLOCKED BY

- ZRA decision still pending Exco input
- No DevOps candidates shortlisted yet

ASK FROM THE TEAM

- Need Talent to fast-track shortlisting for the Senior DevOps role — Product can't resource the MS365/ZRA work without it

DECISION NEEDED

- ZRA Smart Invoicing needs an infrastructure investment decision from Exco this month, or the compliance deadline slips

NEXT STEP

Hold the 2 booked MS365 demos

Best · by This week

Follow up with Exco on the ZRA decision

Best · by Friday

What Makes These Good Weekly Answers

Notice what's the same across all four examples above.

Starts from the MBR

Every “Committed” line traces to a specific blocker already on record — nothing new is introduced.

Progress is always a metric

Every line carries a number — a count, a percentage, a dollar amount, or a before/after. “Going well” never appears.

Fixes are checked, not just launched

A KPI that's still off target gets a named fix and an honest read on whether it's actually moving the number.

Blockers name the real obstacle

“Awaiting Finance approval” points straight at what the room needs to resolve.

Asks go to a specific team

Not “we need better support” — “Product, by Friday”. A named team can actually say yes.

Decisions name who decides

Not left open — the call is stated, and the person who can make it is named.

Before Thursday

Pull up your own MBR page. Write one line under each heading below.

Committed	Copy it straight from your MBR page
Progress	One number or one fact, not a feeling
Performance watch	If a KPI is still off target, name the fix and say if it's working
Blocked by	Name it, even if it points at another team
Ask from the team	A specific team, asked for something specific, with a date
Decision needed	Name the call, and who has to make it
Next step	One owner. One date.

That's the whole meeting. Not a re-report of the month — a weekly pulse on what we said we'd fix, who else needs to act, and what needs a decision.