The Glow Up Report



If it's not written down...it never happened!

Most people wait until the end of the year or right before their performance review to try to remember all of their accomplishments over the course of the year. This puts you at a severe disadvantage. Critical project details, metrics and wins are lost - unless you have a photographic memory. By documenting key project information while top of mind enables you to capture key details and provides you an opportunity to collect customer feedback. Below are the 6 key data points to collect for each project over the course of the year.

1. Project Name

- Name of project or work effort
- Customer name

2. Summary

- Brief summary of the project
- What's the purpose? What are you delivering?

3. Business Outcomes

- What's the end benefit to the customer? Increased Agility, increased innovation? More clicks?

4. Key Performance Indicators

- Are there any specific metrics? Decrease expense?

5. Key Deliverables

- What was ultimately delivered to the customer?

6. Notable Wins

- Use this space to highlight key wins. This could be herculean efforts made by the team to deliver. Met key milestones early etc.

Created To

GLOW UP!

Project Name/Customer	
Project Summary	
Business Outcomes	
Key Performance Indicators	
Key Deliverables	
Notable Deliverables	