



1h 00m



SMALL GROUP

DESCRIPTION

A management dashboard is a tool that compiles data about an organization's performance to support sound management decisions.

This data can relate to funding, service delivery, human resources, or any other aspect of the organization's structure and work.



PREPARATION

Invite all members who are responsible for the management of the organization to join the session. Ask them to prepare a list of all data and indicators you are already gathering and using.



MATERIALS

- Flip Chart
- Markers



TOOLS

- Background Paper:
Dashboard Indicators (24)



SUMMIT

KNOWLEDGE AND
LEARNING

STEP 1**IN THE MANAGEMENT TEAM:**

Review the list of example indicators on [Dashboard Indicators \(24\)](#) ■■

Define your own set of 5 important indicators for your organization. An indicator should be included in your dashboard if you need to refer to this information regularly in order to make good management decisions. **[20 MIN]**

STEP 2

Determine how you can monitor the data related to your 5 dashboard indicators and at what intervals you should assess the data. How can the data be aggregated on a regular basis? **[40 MIN]**

*Note: The review of the indicators can happen as a timeline comparison, i.e. data of one period will be compared to that of the previous to detect trends and developments. Another option is to compare the indicators to performance goals, i.e. data will be checked against defined target values.

**FOLLOW UP**

Once the management dashboard is set up you should define who will be given access to it. You should also define procedures for reporting the indicators to the leadership. The selected set of indicators should be reviewed on a regular basis in order to assess how useful and clear they actually are for understanding your organization's performance.