

Name: \_\_\_\_\_

Get started with creating a simple dashboard for your organization by defining the following:

1 **Goals/Objectives:** I would like to focus on the following big idea, process, issue or project:

\_\_\_\_\_

2 **Tasks/Activities:** Here are 2 activities that need to be completed or monitored to reach the above goal/objective:

\_\_\_\_\_

3 **Measures:** I can use the following metric/milestone to measure the success of these tasks/activities:

\_\_\_\_\_

4 **Resources:** These people could help me create, manage, provide input for these tasks/activities:

\_\_\_\_\_

5 **Benefits:** The following people would benefit from seeing the progress of this goal/objective:

\_\_\_\_\_



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**10 Tips for a Great Dashboard**

1. Clear, concise, well organized
2. Simple
3. Easily used
4. Ability to share
5. Appropriate level of complexity
5. Specific for the task
7. Good, smart data
8. Actionable information
9. Allows for evaluation/analysis
10. Relevant measures

**Alana F. Dunoff** has over 17 years experience as a strategic facility planner.

She is President of AFD Facility Planning, a consulting firm offering a full array of strategic facility planning services, including dashboards and metric development. AFD is dedicated to helping FM's achieve their goals.

Alana served as a Director on the Board of Directors of IFMA and served as President of the Greater Philadelphia Chapter of IFMA.

She is an adjunct professor at Moore College of Art & Design in Philadelphia, and has guest lectured at numerous other colleges and universities.

Alana earned her B.S. in Environmental Psychology from Boston University and her M.S. in Facility Planning and Management from Cornell University.



## WORKING DASHBOARD

Date: \_\_\_\_\_

Primary: \_\_\_\_\_

**Key:**

G	Item is moving forward as planned, no issues
Y	Item is 'on hold' or has some identified delay or explained circumstance
R	Item is stopped or not progressing, needs to be discussed, needs resources

Status/ % Comp	Champ	Goal/Objective	Activity/Task - Priority	Measure/ Milestone	Information