

# How work collaboration tools can help you report to the business

Three features you can use to track your progress



## 40% of workers say

that work information is not easily accessible and data is difficult to share<sup>1</sup>

Anyone in charge of a big task or deliverable will have a lot of questions to answer. Is everything on track? Will the deadline be met? If not, what needs to be done to course correct?

The challenge is that team leaders and managers often don't have what they need to reply with confidence. They don't have up-to-the-minute information about what people are working on, or they have difficulty reconciling the information needed for decision making, leading to unnecessary delays and frustrated stakeholders.

To avoid these pitfalls, look for a work collaboration tool that has these reporting features:

<sup>1</sup>Projectplace: Everyone is an Accidental Project Manager



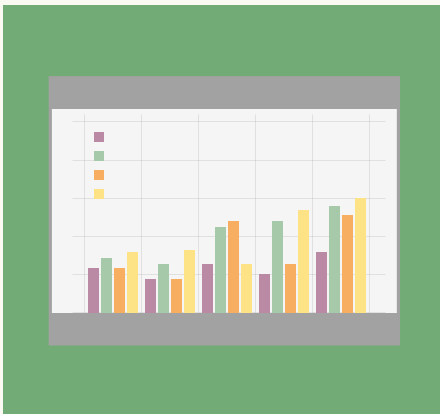
# 1 Team Member Workload

Visibility into the work commitments of your team is the key to making informed decisions. Workload management provides insight into who is working on what and who has the capacity to take on additional work. Team members can also personally assess and provide instant feedback on the balance of their workload, allowing managers to reprioritize and redistribute tasks if necessary.



# 2 Work Progress Dashboards

It is essential to have tools that provide an overview of how work is progressing in relation to the team's plan. Dashboards provide a clear visualization of the current status of every task. Kanban-oriented metrics such as cumulative flow (an aggregated view of all the tasks or initiatives that are planned, ongoing or complete) and cycle time (the average amount of time taken to complete tasks) can also help team leaders identify bottlenecks and ensure work is always moving in the right direction.



# 3 Stakeholder Visuals

You and your team create vast amounts of data just by planning and executing your tasks. The best work collaboration and management tools let you select, share and present useful data to stakeholders in exportable reports. You can see the status of your KPIs (i.e. time, cost, budget, cost-to-date, expected outcomes) and share them with anyone in real-time so that there is absolute transparency about the progress of the work being carried out.



Learn how work collaboration and management tools provide the progress reports needed to visualize work effort, provide real-time information and keep stakeholders happy.

[Watch the webinar](#)

