



Checklist: Criteria for good reports

8 criteria to assess the quality of your report

RELEVANT & USEFUL

The report fulfils a defined purpose. Information is provided in accordance with the needs of your diverse stakeholders.

IN TIME

It is contraproductive to report with delay or in irregular periods. Reports are therefore published at a predetermined time.

COMPLETE

Reports are as extensive as needed and as short as possible. You aggregate information where possible.

TRUE

Results are backed up with comprehensible information (anecdotes, feedbacks of participants, impact evidence, external evaluations and so forth).

SIMPLE & READER-FRIENDLY

Reports are written to inform target groups. Reports are structured reader-friendly and use a language that is clear, accurate and easily understandable.

CONSISTENT

The report's format allows for a comparison over time (for example: the annual report should follow a similar content structure over the years).

COST-EFFICIENT

The resources invested to generate a report show a healthy relation to the expected benefits.

TRANSPARENT

Reports are made accessible to all stakeholders and to the public free of charge (via an organization's website, for example).