

Envisio Example Reporting Framework

Integrating strategy execution into management processes & reporting

Envisio provides comprehensive reporting capabilities flexible enough to meet the reporting needs of all constituencies; managers, executive teams, elected officials and the public. The following are examples of the reports Envisio customers can create and tailor to meet their unique requirements.

Report	Cadence	Recipients
Council reports		
City-wide Performance Report for Council Summary of the city's four strategic goals which are Economic Vitality, Sustainable Government, Sense of Community, and Quality of Life. Example Report	Quarterly	Council
Departmental Progress Summary for Council Summarize all activity supporting the strategic plan, by department and by strategic goal. Example Report	Quarterly	Council
Strategic Goal Report for Council A deep dive into all actions and metrics supporting a single strategic goal (Economic Vitality, for example). Example Report	Quarterly	Council
Economic Development Project Summary Report for Council The current status of all Economic Development projects supporting the strategic plan. Example Report	Quarterly	Council
Executive team reports		
City-wide Operational Progress Report - Actions by Objective Executive team review of all strategies and their actions. All action statuses included. Example Report	Monthly	Executive Team
Departmental Operational Progress Report - Actions by Dept. Understand workload and performance by reviewing how many actions each department currently has in progress and the status for each action. Example Report	Monthly	Executive Team
Departmental At-Risk Report - Disrupted Actions by Department An early warning system. Review all actions that have been reported as at risk. Example Report	Monthly	Executive Team
Departmental Completed Strategic Actions Share regularly with staff, council and the community, all actions that have been completed in the previous month, quarter, or calendar year (you choose). Example Report	Monthly	Executive Team

Report	Cadence	Recipients
Department Reports		
Police Strategic Plan & Performance Report Select measures from internal dashboards to report out as a department scorecard. Example Report	Monthly	Council, City Manager, Department
Parks & Recreation Strategic Plan & Performance Report An example department-specific report, including all strategies, actions and measures the department is responsible for. Example Report	Monthly	Department Director
Public Works Performance Report An example of a departmental performance analytics dashboard with data visualizations to support evidence-based decision making and drive operational efficiency. Example Report	Monthly	Department Director
Public Reports		
Citizen Satisfaction Survey Report Visualize and report on citizen satisfaction (or other survey results). Example Report	Annual	Public
Departmental Performance Scorecard Report Report focused on establishing, benchmarking, and tracking progress on performance metrics across city departments in support of continuous improvement efforts to enhance the delivery of public outcomes, operational efficiencies, and customer service. Example Report	Quarterly	Public
City-wide Performance Dashboard: Dashboard to share progress towards the city's plans and showcases performance data. Example Report	Quarterly	Public
Capital Improvement Plan Project & Budget Status Track and report on the progress of all Capital Improvement Plan (CIP) projects including the actual spend, budgeted spend and variance for each project, and overall for the department. Share with your council, executive team, and department directors. Example Report	Quarterly	Public, Council, Executive Team, Department Directors