

The Governance Boards Reporting Schedule is a document that is managed by the SBCD PoMO. The Reporting schedule specifies what reports are due, frequency of reporting and timeline for submission to PoMO. It will be implemented into programme / project plans and communicated to all team members to let them know how the programme / project progress should be reported

A typical reporting schedule addresses such questions:

- What reports need to be produced?
- When do the reports need to be produced?
- Who on the programme / project is responsible for producing the reports?
- Who will receive the reports?

















