

# Reporting Artifact Hierarchy Worksheet

Choose the right reporting format before the project starts.

## 1. Audience

Who needs this output first: operators, one decision-maker, executives/board, or a workflow owner?

## 2. Cadence

Is this needed daily/weekly, for one bounded decision, monthly/quarterly, or as a trigger?

## 3. Confidence bar

Mark the minimum bar: directional, decision-grade, board-grade, or trigger-safe with fallback handling.

## 4. Downstream action

What happens next after someone sees it? Explore, decide, align leadership, or route work?

## Artifact selection guide

Dashboard = recurring visibility and exploration.

Decision brief = one bounded call with recommendation and caveats.

Board pack = executive narrative with fewer numbers and clearer risk framing.

Workflow alert = explicit trigger with owner, threshold, and exception handling.

## Failure-mode check

What goes wrong if this artifact is stale, overloaded, or trusted too much?

## Operator prompt

Pick the narrowest artifact that can carry the decision cleanly.

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