ENERGY REPORT GENERATOR / ILLUSTRATIVE CASE

Can we produce the monthly report with less rework?

The management decision

Choose a report with stable requirements and known source records. The first useful test is whether a manager can explain a corrected value after the report has been issued.

Monthly reports can take a long time to prepare, especially when figures arrive late or are copied into several templates. Once a report is issued, a manager may struggle to verify a corrected value. A report generator uses approved inputs in an agreed format and lets reviewers trace results before release.

Worked example

Twelve site reports with eight key measures each should contain 96 values. If the tool fills in 94, two need explanation before anyone approves the output.

Example figure	What it represents
96	Expected values
94	Values included
2	Missing values

What changes the answer

Two values might be intentionally unavailable. Show the reason alongside each gap. Entering zero could make a reviewer think the site recorded no consumption.

Energy report generator

What to commission

Populate one approved report template for an agreed period and show how late or unavailable inputs appear.

We confirm the reporting period, the template version and which source fields feed each measure. We agree what the report should show when information is missing or corrected and demonstrate how a reviewer follows a figure back to its origin.

How to judge the result

A reviewer can identify a missing measure and follow a published figure to its source value and template version.

Measure preparation, review and correction time over comparable reporting cycles. Note whether a late input delayed the decision the report exists to support.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Energy reporting manager. Name the person who will approve the next step.
Records to gather	Your reporting template, a completed example and the approved data used to prepare it.
Agreed output	A report generator, sample reports and a record of the source values used.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Tell us which report takes the most effort, who needs it and when it is due. Mention which inputs are most often late or corrected and how people review the finished report. A short description of one report cycle helps identify a useful first version.

Email info@oxetc.co.uk and mention DEV-09. All figures in the worked example are illustrative.