

# The Reporting Process

by [chartandtable.com](https://chartandtable.com)



# Working with us

Here is an overview of the different stages in a reporting project.

You'll learn what we need from you and what you can expect from us.



# The Reporting Process

1. Test Data and Layout
2. Report ideas
3. Data and calculation check
4. Report example
5. Final data and Report delivery

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What we need from you:

- Data file
- PowerPoint Template/Theme
- Chart examples

Optional:

- Questionnaire
- Tables

# Step 1

Test Data and Layout



Meeting ↓

Report ideas  
(based on your chart examples)

1 week later ↓

Chart and Table examples  
(most common charts)

# Step 2

Report ideas



## *Digging deeper into the data*

We'll ask you questions like:

- Which questions are included in indexes?
- Include “don't know”/NA answer alternatives in base?
- Additional report texts, like shortened question texts or info about filter conditions?

# Step 3

Data and calculation check



What we need from you:

- Report structure (all pages)

1 week later ↓

Report example

→ Change requests from you

← Implementation by us

(if supported in our platform)

# Step 4

Report Example



What we need from you:

- Final data file

Optional:

- Description of unit reports to create

# Step 5

1 week later ↓

Report delivery

Final data and Report delivery





