

Lupinewood reportback template

A jumping off point for making seasonal or annual reportbacks about the work being done in a position. These are prompts for the written version of the reportback, and can be used as notes for when the reportback is presented to the group.

A. Looking backwards

What did I plan to do last season/year?

Carry forward from your last reportback what you had planned to accomplish.

Which of those plans happened?

List and write about the things you accomplished that you had planned to do.

What else did I accomplish?

List and write about other things you worked on in your position that weren't part of your official plans for the previous season/year.

B. Looking forwards

What old plans am I carrying forwards?

List and write about the plans from last season/year that you plan to complete in the coming one.

What new plans am I making?

List and write proposals for any new plans you want to make for the coming season/year.

What plans am I setting aside to consider again in the future?

List potential projects that you're not able to complete in the upcoming season/year but that you want to remember to revisit next time you're making plans. This list could include long-term goals that won't be possible before other plans are completed.

C. Budget

How much did I budget, what did I actually spend, and what did I spend it on?

How much am I proposing to spend in the coming year, and what am I going to spend it on?

D. Stuff about me

The position

Talk about how it has been to be responsible for your position at Lupinewood. This could include triumphs, challenges, lessons learned, or things that you want to change about how you're managing your position.

Personal

Write about how you're doing personally, as it relates to the project or not. Any amount or depth of sharing is fine.