**HerNest**

*Human Centered Data Ecosystem*

**Updated Hernest Brief Reports For Non Profits**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Report templates for professional documentation.

**How to Use**

* Select report type
* Fill in all sections
* Replace [PLACEHOLDERS]
* Add data and charts

**Tips**

* Update regularly
* Keep reports concise

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

================================================================================

Partnership Department Brief Report.

## **1. Partnership Department – Weekly Briefing Report**

Due: Every Friday by 4:00 PM WAT

Purpose: Track external & internal collaborations, status, and compliance with HerNest’s partnership process.

Sections:

**New Partnership Leads This Week**

*Partner name, contact person, type (corporate, NGO, government), potential value, status.*

**Ongoing Partnerships Updates**

*Key developments, pending tasks, changes from plan.*

**Partnership Documents & Compliance**

*MoUs signed this week, collaboration documents approved, pending approvals.*

**Challenges / Risks**

*Any delays, partner withdrawals, non-compliance*.

**Next Week’s Priorities**

*Partnerships to follow up on, scheduled meetings, events.*

Communications Brief Repor

## **Communication Department – Weekly Briefing Report**

Due: Every Friday by 4:00 PM WAT

Purpose: Track content, publicity, and brand visibility for programs & partnerships.

Sections:

**Content Published**

*List of social media posts, press releases, newsletters, graphics.*

**Campaigns in Progress**

*Active campaigns, performance metrics (reach, engagement, CTR).*

**Upcoming Content Needs**

*For programs & partnerships planned in the next 2 weeks.*

**Challenges / Risks**

*Delays in content approvals, design issues, platform performance problems.*

**Next Week’s Priorities**

*Content calendar highlights, campaign launches.*

Programs Brief Report

**Programs Department – Weekly Briefing Report**

Due: Every Friday by 4:00 PM WAT

Purpose: Track program execution progress, beneficiary reach, and impact.

Sections:

**Programs Delivered This Week**

*Program name,*

*date,*

*location,*

*attendance,*

*outcomes.*

**Programs in Preparation**

*Timeline, resources, team readiness.*

I**mpact Data Collected**

*Beneficiary feedback, impact metrics, testimonials.*

**Challenges / Risks**

*Funding gaps, logistics, volunteer shortages.*

**Next Week’s Priorities**

*Programs to be executed, materials needed.*

Team Lead and Operations Brief Report

**Team Lead & Operations – Monthly Consolidated Report**

Due: Last working day of the month by 12:00 PM WAT

Purpose: Provide a strategic overview of all departmental reports for executive review.

Sections:

**Summary of Partnerships (from weekly partnership reports)**

*No. of new partnerships, no. of active partnerships, no. of closed partnerships.*

**Summary of Communications (from weekly communication reports)**

*Campaigns delivered, engagement growth, brand mentions.*

**Summary of Programs (from weekly programs reports)**

*No. of programs delivered, beneficiaries reached, impact metrics.*

**Systems & Compliance**

*Adherence to HerNest policies, SOP compliance rate.*

**Challenges & Risks Overview**

*Issues requiring leadership action.*

**Next Month’s Focus**

*Key priorities, planned partnerships, major events.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*