No. 18

# Executive KPI Dashboard

Give the leadership team one page that shows which KPIs are on target, which need watching and which need action — with trends, owners and an action log.

**Built for:** Owners, general managers and executive teams running a monthly operating review.

## What is included

| File | Format | Use |
|---|---|---|
| Executive-KPI-Workbook-Blank.xlsx | Excel | Start here: formatted, formula-ready workbook for your own data. |
| Executive-KPI-Workbook-Sample.xlsx | Excel | Same model filled with fictional sample data. |
| Executive-KPI-Dashboard.html | Interactive dashboard | Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser. |
| executive-kpi-dashboard-guide.pdf | PDF | This guide. |
| LICENSE.txt, START-HERE.txt | Text | License terms and quick start. |

## Quick start

1. **Start with Excel.** Open **Executive-KPI-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Executive-KPI-Dashboard.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

## Operating routine

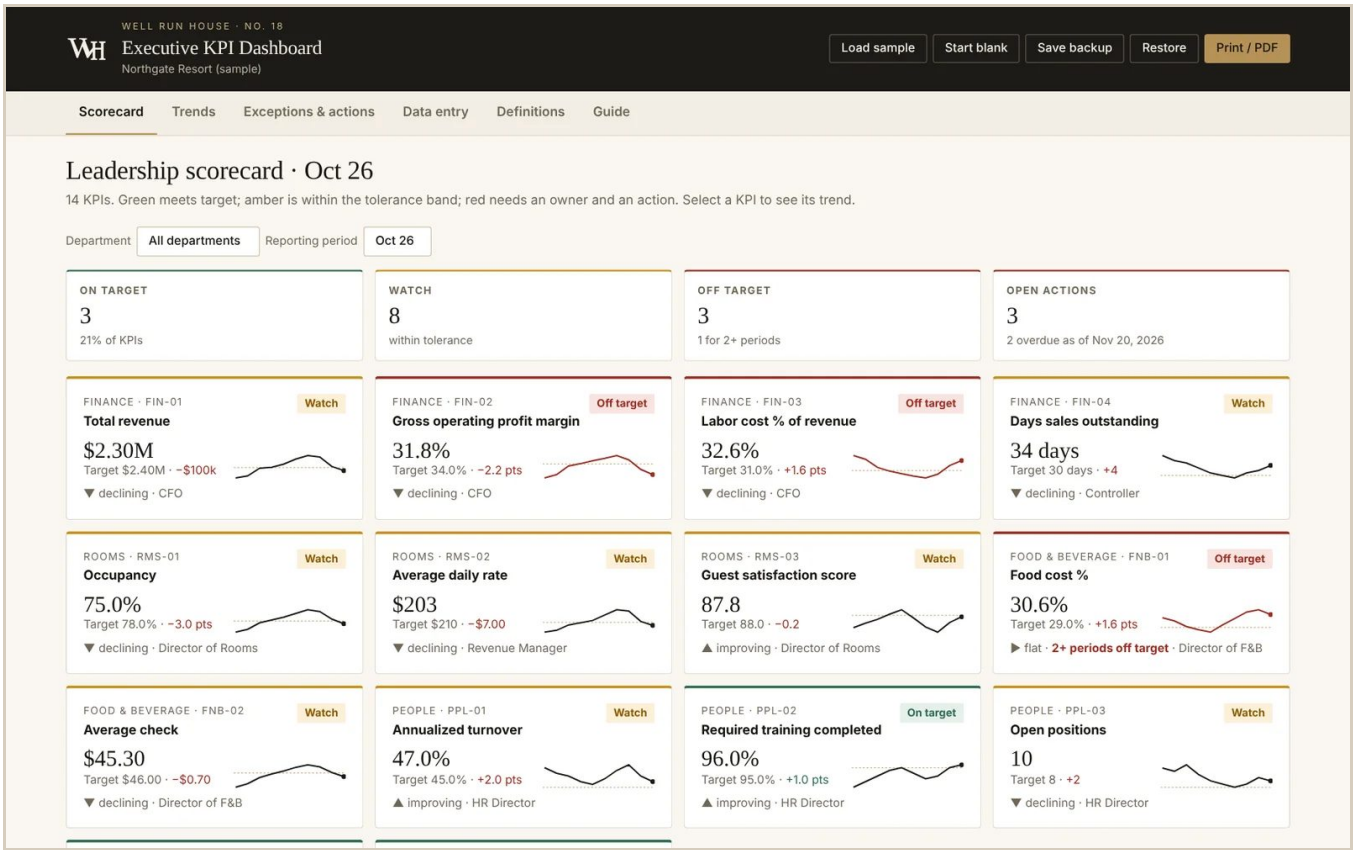
1. **Choose measurable KPIs** leadership can influence — usually 8 to 15.
2. **Set target and direction** (higher or lower is better) and an amber band.
3. **Verify source data** before entering each period; record the source system.
4. Publish the scorecard; each owner explains red and amber results.
5. **Assign an action for material misses** with an owner and due date; close it only with evidence.



Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

# Executive KPI Dashboard

Two screenshots from the product, taken with its fictional sample data.




Interactive dashboard — Leadership scorecard

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Scorecard | | | | |
| 2 | *Department names are inputs; counts are formulas.* | | | | |
| 3 | | | | | |
| 4 | Reporting period | October 2026 | | | |
| 5 | | | | | |
| 6 | **Department** | **KPIs** | **Green** | **Amber** | **Red** |
| 7 | Finance | 4 | 0 | 2 | 2 |
| 8 | Rooms | 3 | 0 | 3 | 0 |
| 9 | Food & Beverage | 2 | 0 | 1 | 1 |
| 10 | People | 3 | 1 | 2 | 0 |
| 11 | Operations | 2 | 2 | 0 | 0 |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | **Total** | **14** | **3** | **8** | **3** |