

# Monthly or quarterly update brief (Template & Video Brief)

Help a manager compare progress with the plan and make one next decision. Edit, copy or download this free template, with inputs, a story order and review points.

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Monthly or quarterly update brief

Purpose: Help a manager compare progress with the plan and make one next decision.

**Reporting period:** [Add your own information]

**Original target:** [Add your own information]

**Actual result with source:** [Add your own information]

**Reason for the difference:** [Add your own information]

**Risks and dependencies:** [Add your own information]

**Next milestone:** [Add your own information]

**Decision or support needed:** [Add your own information]

Story order: Compare target and actual performance, explain the largest variance, name the next milestone and make one decision request.

Review: Aim for a 90 second executive summary. Keep the detailed metrics table available and use consistent reporting periods and units.

For a video (if needed): target duration, narration language, required visuals and one next action. Confirm scope and quote before production.

## Turn your PDF, PPTX pitch deck, or brief into a 30-180s narrated business video

Upload slides or documents at Axiom Lab for free material analysis before production:

-> Edit or copy this template online: <https://axiomlab.online/templates/quarterly-update>

-> Watch the complete 74s demonstration film: <https://axiomlab.online/examples/pitch-deck-demo>

-> Turn your PDF or PPTX deck into a video: <https://axiomlab.online/pitch-deck-to-video>

-> Rehearse with the free script timer: <https://axiomlab.online/tools/script-timer>