PLAN VERSUS PERFORMANCE TOOL

This tool is meant be used weekly.
Enter the date of the last day you are including in your numbers.
We suggest entering the numbers end of day, last shift before Monday.
Note which month the report is regarding.
At the beginning of the month enter the Revenue/Sales Goal for that month.
Do not change that except at the beginning of the month.
Weekly enter the sales to date for that month.
At the beginning of the month note how many days you will be open that month.
Enter weekly the number of days you were open as of the report date.
Yellow fields are entered at the start of the month, green weekly.

This section is to see this year compared to last year.

It is useful when setting new monthly sales goals.
When you enter new goals keep in mind 10% growth is reasonable.
Increase sales goals for new services, staff or revenue changes.
Fill in the gray cells when you get your Tracker set up.
Update the Actual Monthly Revenue or Sales at the Month End. (yellow cells)
The variance will auto calculate for you.
The MO AVE is based upon 12 months.

Reporting Ending Date:	
For the Month of:	
Fill in Yellow at Month Start	
Fill in Green Each Monday	
Current Sales Revenue So Far this Month	
This Month Sales Revenue Goal	
$ Variance	$ -
% of Plan Completed	#DIV/0!
Number of Working Days in this Month	
Number of Days Worked So Far	
Number of Days Left in Month	0
% Month Completed	#DIV/0!
% Variance	#DIV/0!
Daily Revenue Average	#DIV/0!
Daily Revenue Goal Now	#DIV/0!
Forecasted Month	#DIV/0!
% Projected Goal	#DIV/0!

MONTH	LAST YR ACTUALS	THIS YEAR GOALS	THIS YEAR ACTUAL	VARIANCE
JAN				$ -
FEB				$ -
MAR				$ -
APR				$ -
MAY				$ -
JUNE				$ -
JULY				$ -
AUG				$ -
SEPT				$ -
OCT				$ -
NOV				$ -
DEC				$ -
TOT	$ -	$ -	$ -	$ -
MO AVE	$ -	$ -	$ -	$ -