The Good Actuarial Report Working Party
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Agenda

• Introduction
• Some examples to try out
• A process framework
• Some thoughts to take away
Why are we here?

Why are you here?
More Planning: Less Work

Less effective

Effective writers

Planning 20%
Revising 20%
Writing 60%

Planning 40%
Revising 35%
Writing 25%
A Process Framework

1. Pre-Work
2. During Work
   - Keep the report in mind
3. Before Writing
4. During Writing
5. Feedback
### Example: Complexity Heuristic

#### “Step 1”, Pre-Work

<table>
<thead>
<tr>
<th>CONSIDER YOUR USERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What are their roles?</td>
<td>Knowledge and experience?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSIDER YOUR WORK</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider Users’ Point of View</td>
<td>Complexities</td>
</tr>
</tbody>
</table>

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Nature Reserve Analogy → “Step 3”, Before Writing
Flow ➔ “Step 4”, During Writing

I took this data

I applied these methods

I got these results

Conclusions

Your business needs fixing / is doing great

As these results show

I did this by applying these methods to this data
A Process Framework

1. Pre-Work
2. During Work – Keep the report in mind
3. Before Writing
4. During Writing
5. Feedback
Process Steps: → “Step 1”, Pre-Work

What’s it gonna look like?
Process Steps: → “Step 2”, During Work

- Link to report plan
- Speak to users
- Report structure
- Think ahead
- Consider exhibits

DURING WORK – KEEP THE REPORT IN MIND!
Process Steps:  → “Step 3”, Before Writing
Process Steps:  → “Step 4”, During Writing

Be Concise  Flow  Avoid Jargon  Storytelling

Insert exhibits  Visual aids
Process Steps: → “Step 5”, Follow-up
Thoughts to take away

- No one-size fits all approach
- Test and learn
- Effort in = effort out
- Learn from Others
- Rich topic for further work
- Feedback
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