

Board Deck Outline Template

Governance, Process & Reporting — Sample Template

Standard Slide Sequence

1. Highlights & lowlights since last meeting — 2–3 bullets each, no more
2. KPI dashboard, with trend context, not just a snapshot
3. Financial summary: burn, runway, forecast vs. actual
4. Product & roadmap update — what shipped, what's next, what's at risk
5. Org & hiring update — headcount plan vs. actual, key hires
6. Specific asks of the board — named, not vague

Prep Checklist

- Pre-circulate the deck 48 hours ahead of the meeting
- Confirm KPI numbers against the live tracker
- Flag any slide that needs a board decision in advance
- Rehearse the narrative once end-to-end before presenting it live