

Glossary Entry Table

Term	Definition	Notes / Source
Baseline	The starting point or initial set of data used for comparison over time in a report.	ISO 9001:2015
Benchmark	A standard or point of reference against which things may be compared or assessed.	Management Reports Guide
Key Performance Indicator (KPI)	A measurable value that demonstrates how effectively objectives are being achieved.	Company Metrics Policy
Outlier	An observation point that is distant from other observations and may indicate variability.	Data Analysis Manual
Stakeholder	Any individual, group, or organization affected by the outcomes of a report or project.	Project Charter v2.3

- Definitions should be concise, accurate, and specific to the report context.
- Source columns provide credibility and reference for each entry.
- Glossary tables increase clarity, especially for readers unfamiliar with specialized terms.
- Update the glossary as new terms are introduced or definitions are adjusted.