

Collaborative Forecasting Worksheet for Cross-Functional Teams

Document Owner		Date	
Team(s) Involved		Revision	

1. Objective

Describe the primary objective of this collaborative forecasting effort.

2. Assumptions & Inputs

Input Source	Description	Current Value	Owner/Contributor

3. Cross-Functional Collaboration Overview

Function/Team	Role in Forecast	Key Contact	Notes

4. Forecast Details

Metric/Item	Forecasted Value	Time Period	Responsible Team	Remarks

5. Risks & Dependencies

Risk/Dependency	Impact	Mitigation Plan	Owner

6. Review Schedule

Milestone/Check-in	Date	Participants	Outcome

7. Action Items

Action	Assigned To	Due Date	Status

Important Notes

- This worksheet should be updated regularly and reviewed at each cross-functional meeting.
- Maintain transparency and clear communication among all teams involved to ensure forecast accuracy.
- Document all significant changes, assumptions, and rationale for future reference.
- Assign clear ownership for each data point and action item to prevent ambiguity.
- Leverage this document as a single source of truth for all stakeholders in the forecasting process.