

# VISIBILITY GAP AUDIT

## Predictive Execution Intelligence Assessment

### PURPOSE

This audit is designed for delivery leaders, PMO directors, program executives, and organizational leaders who want an honest assessment of where critical project context lives, how risks are currently surfaced, and how much organizational capacity is being consumed by information gathering rather than strategic execution. The output is a Visibility Gap Score that places your organization on the Execution Intelligence Maturity spectrum and identifies your highest-value starting point.

### WHO SHOULD COMPLETE THIS

This audit can be completed individually by a PMO Director or Program Executive, or facilitated as a team session with delivery leaders across functions. A team session typically surfaces richer, more honest answers. Allow 45 to 60 minutes.

### HOW TO USE YOUR RESULTS

Complete each section and tally your score at the end. Your score places you in one of three profiles: Reactive, Transitioning, or Predictive. Each profile comes with recommended next steps. Download all five ExecutelQ practitioner frameworks at [ExecutelQ.ai/UMD-Resources](https://ExecutelQ.ai/UMD-Resources).

<b>Organization Name:</b>	_____ _____	<b>Date:</b>	_____
<b>Completed By:</b>	_____ _____	<b>Role:</b>	_____
<b>Department / Program:</b>	_____ _____	<b>Team Size:</b>	_____

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## DELIVERY STACK INVENTORY

List every tool your organization currently uses for project and program delivery. Be honest — include tools IT does not officially support.

Tool Name	What Data Lives Here	Who Owns It	Integrates With	Who Knows It Best	Gap / Issue

■ **AHA MOMENT:** Add a row for tools your team uses that IT does not officially know about. Shadow tools — personal Trello boards, rogue spreadsheets, unofficial Slack channels — are where critical context hides most often.

**Shadow Tools / Unofficial Tools Your Team Uses:**

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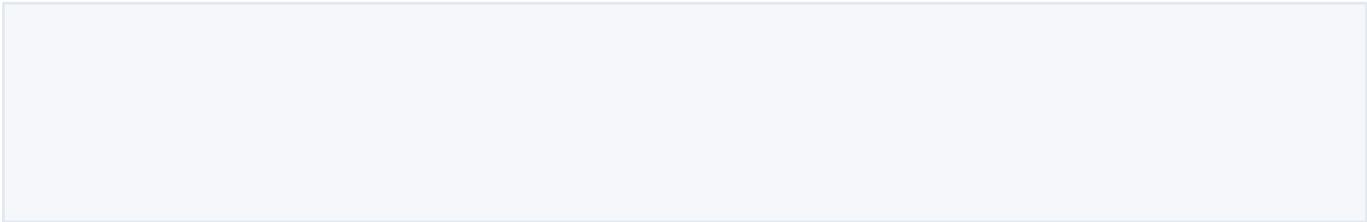
## CONTEXT & KNOWLEDGE AUDIT

Rate each statement honestly. Circle or mark your response.

Statement	Never	Sometimes	Always	Score (0/1/2)
Decisions made in meetings are formally documented and stored in the system of record.				
New team members can onboard without relying on tribal knowledge from existing staff.	0	1	2	
When a key program manager leaves, their institutional knowledge is retained by the organization.				
Critical project context — rationale, decisions, rejected options — is searchable and accessible.	0	1	2	
Your organization could answer any project history question without calling a meeting.				

■ **AHA MOMENT:** Where was the last major project decision made? Formal meeting. Slack thread. Hallway conversation. Email. Nobody knows. If the answer is 'nobody knows' — that is your biggest context gap.

**Knowledge Risk Assessment:** If your top three program managers left tomorrow, what would your organization lose?



Section 2 Score: \_\_\_\_ / 10

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## RISK DETECTION ASSESSMENT

Answer each question as honestly as possible. This section reveals how early your organization actually detects delivery risk versus how early it thinks it does.

Question	Current State	How Late?	Score (0-2)
How are delivery risks currently identified in your organization?			
Who is responsible for surfacing risks — and do they have the tools to do it proactively?			
On average, how many weeks pass between a risk emerging and it being formally escalated?			
How often does a project status report show GREEN when the actual state is RED?			
Are risk owners assigned with clear mitigation actions and deadlines?			

**LANGUAGE AGENCY SCAN | Pull your last three status reports. Identify which column most of your language falls into. The further right your language sits, the higher your governance risk.**

HIGH-AGENCY	TRANSITIONING	LOW-AGENCY
■ Will	■ Aim to	■ Evaluating
■ Fixed	■ Plan to	■ Optimizing
■ Confirmed	■ Targeting	■ Exploring
■ Completed	■ Working toward	■ Monitoring
■ Delivered	■ Expecting	■ Assessing
■ Resolved	■ Intending	■ Reviewing
■ Approved	■ Preparing	■ Considering
■ Launched	■ Scheduling	■ Revisiting
■ Closed	■ Hoping to	■ Pending
<i>Commitment. Ownership. Action taken.</i>	<i>Movement without commitment. Watch closely.</i>	<i>Concealment. Ambiguity. Stop and ask questions.</i>

When you see Low-Agency language without a concrete next action, owner, and deadline — stop and ask: "Is this language telling me what happened, or what someone wants me to believe?"

Section 3 Score: \_\_\_\_\_ / 10

## 04 STATUS REPORTING ASSESSMENT

This section quantifies the cost of your current status reporting process.

**THE 30-SECOND TEST | Can you find your most recent status report, risk register, RACI matrix, and project charter in under 30 seconds right now? ■ Yes ■ No If No — your documents are managing you.**

Question	Current State	Score (0-2)
How is project status currently gathered? (manual, automated, hybrid)		
How many hours per week does your team spend gathering and formatting status?		
How accurate is your status reporting — does it reflect actual project health?		
Who actually reads your status reports? (Leadership / PMO / Nobody, honestly)		
How many days old is your most recent status report right now?		

■ **AHA MOMENT:** 'Who actually reads your status reports?' is the question most organizations have never asked out loud. If the honest answer is 'nobody acts on them' — you are producing documentation, not intelligence.

Section 4 Score: \_\_\_\_\_ / 10

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## ADMIN TAX CALCULATOR

Quantify the true cost of information gathering in your organization. Use fully loaded hourly rates or equivalent contractor rates.

Role	# of People	Hours/Week on Status	Hourly Rate (\$)	Annual Time Cost (\$)
Program Manager			\$	\$
Agile Coach / Scrum Master			\$	\$
Project Coordinator			\$	\$
PMO Analyst			\$	\$
Other: _____			\$	\$
<b>TOTAL ANNUAL ADMIN TAX</b>				<b>\$ _____</b>

**Opportunity Cost: What strategic work is NOT happening because your team is buried in status gathering?**

**What would you do with those hours back?**

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## INVISIBLE BURN ESTIMATOR

Identify projects in the last 12 months where spend continued while a critical issue remained unresolved or undisclosed.

Project Name	Weeks Status Stayed Green While at Risk	Weekly Burn Rate (\$)	Invisible Burn (\$)	Was It Caught in Time?
		\$	\$	■ Yes ■ No
		\$	\$	■ Yes ■ No
		\$	\$	■ Yes ■ No
		\$	\$	■ Yes ■ No
		\$	\$	■ Yes ■ No

Project Name	Weeks Status Stayed Green While at Risk	Weekly Burn Rate (\$)	Invisible Burn (\$)	Was It Caught in Time?
<b>TOTAL INVISIBLE BURN</b>			\$ _____	

■ *AHA MOMENT: Most organizations have never calculated their Invisible Burn. The number is almost always larger than expected — because the spend was happening quietly, behind a green status, with no one tracking it as a loss.*

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## GOVERNANCE LANGUAGE AUDIT

Pull your last three status reports and answer the following. This is the audit nobody runs — and the one that matters most.

Audit Question	Your Answer	Red Flag Threshold	Score (0-2)
How many Low-Agency verbs appear across your last 3 status reports? (Evaluating, Optimizing, Exploring, Monitoring, Assessing, Reviewing, Considering, Revisiting, Pending)			
How many status updates have no owner and no due date attached?		More than 3	
How many risks are listed without a specific mitigation action?			
How many items have been listed as 'monitoring' for more than two weeks with no change?		More than 2	
How many times has a status color changed from GREEN to RED with no prior warning?			

**KEY QUESTION: "Is this language telling me what happened — or what someone wants me to believe?" Ask yourself this every time you review a status report.**

Section 7 Score: \_\_\_\_ / 10

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## WHERE ARE YOU ON THE DATA JOURNEY?

Circle the stage that best describes your organization today. Then mark where you want to be in 12 months.

01 <b>SCATTERED</b> Data everywhere, context nowhere	02 <b>UNIFIED</b> One source of truth	03 <b>REMEMBERED</b> Nothing lost	04 <b>ANALYZED</b> Patterns and risks detected	05 <b>SURFACED</b> Insights delivered, not hunted	06 <b>DECIDED</b> Data drives prioritization	07 <b>CONNECTED</b> Execution tied to outcomes
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Today I am at stage: \_\_\_\_\_

In 12 months I want to be at stage: \_\_\_\_\_

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## VISIBILITY GAP SCORE

Section	Max Score	Your Score
Section 2: Context & Knowledge Audit		

Section	Max Score	Your Score
Section 3: Risk Detection Assessment		
Section 4: Status Reporting Assessment	10	
Section 7: Governance Language Audit		
<b>TOTAL</b>	40	

<b>REACTIVE</b>	Your organization is operating in response mode. Risks are discovered late, status is manually gathered, and critical context is scattered across tools and people. The cost is measurable. The fix is actionable. Start with one quick win.
<b>16 - 28</b> <b>TRANSITIONING</b>	You have started building visibility infrastructure but gaps remain. Some tools are connected, some risks are surfaced early, but consistency is missing. Focus on unifying your data sources and standardizing your governance language.
<b>29 - 40</b> <b>PREDICTIVE</b>	Your organization has strong execution intelligence foundations. You surface risks early, your context is accessible, and your reporting reflects actual project health. The next step is connecting execution to business outcomes.

#### RECOMMENDED NEXT STEPS

Download all five ExecutelQ practitioner frameworks at [ExecutelQ.ai/UMD-Resources](https://executeiq.ai/UMD-Resources) — including the Quick Win Prioritization Matrix, Business Case Calculator, and Implementation Roadmap Playbook. Use your Visibility Gap Score to identify your highest-leverage starting point and pilot one workflow this week.