Presenting Technology Performance to the Board

Part 1: Roleplay Dialogue

Characters:

- **Mark (CIO)** – Chief Information Officer
- **Sophie (CTO)** – Chief Technology Officer

Mark: Sophie, the **board of directors** meeting is coming up. We need to ensure our **executive reporting** covers key achievements, current **technology performance**, and future plans.

Sophie: Agreed, Mark. We should focus on **strategic communication** and emphasize both **opportunities and challenges**. For example, our cloud migration has improved efficiency, but we need additional cybersecurity measures.

Mark: Yes, and we must highlight the ROI of our investments. The board will want to see how our technology initiatives contribute to business growth. We should present data on operational cost savings and performance improvements.

Sophie: That makes sense. Also, I suggest breaking down our digital transformation strategy. If the board understands how our infrastructure upgrades align with corporate goals, they'll be more likely to approve additional funding.

Mark: Great point. Let's also prepare answers for potential concerns about risks. The directors may question the speed of implementation, so we should have a response ready.

Sophie: Absolutely. We can showcase how we mitigate risks through security audits and testing. I'll put together a detailed overview of how we're handling potential system vulnerabilities.

Mark: Perfect. We'll include a summary slide outlining key takeaways from our report and suggested next steps. The board appreciates clear, actionable insights.

Sophie: Sounds like a solid plan. I'll finalize the data visualization slides, and you can focus on refining the key messages for the **strategic communication** part.

Mark: Excellent. Let's meet tomorrow for a final review before we present to the **board of directors**.

Part 2: Comprehension Questions

1. What is one of the key topics Mark and Sophie will present to the board?

   ○ (A) Office relocation plans

   ○ (B) Employee benefits updates

   ○ (C) Marketing campaign strategies

   ○ (D) Technology performance

2. Why does Sophie suggest discussing digital transformation strategy?

   ○ (A) To explain how infrastructure upgrades align with corporate goals

   ○ (B) To request more employees for the IT team

- (C) To propose a new product launch

- (D) To highlight customer feedback on software updates

3. What concern does Mark expect from the board?

   - (A) The effectiveness of their marketing strategy

   - (B) The speed of technology implementation

   - (C) The pricing of their latest products

   - (D) The recruitment process for new developers

4. How does Sophie plan to address security concerns?

   - (A) By proposing increased employee salaries

   - (B) By introducing a new branding campaign

   - (C) By conducting security audits and testing

   - (D) By outsourcing all IT operations to external vendors

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Part 3: Vocabulary and Definitions

1. **Executive reporting (経営報告)** – The process of presenting key business and technology updates to senior leadership and the board of directors.

2. **Board of directors (取締役会)** – A group of individuals elected to oversee and guide a company's strategic decisions.

3. **Strategic communication (戦略的コミュニケーション)** – The practice of conveying important business messages clearly and persuasively.

4. **Technology performance (技術のパフォーマンス)** – The efficiency and effectiveness of IT systems in achieving business goals.

5. **Opportunities and challenges (機会と課題)** – Potential advantages and obstacles in a business or technology environment.

Part 4: Answer Key

1. **What is one of the key topics Mark and Sophie will present to the board?**
   ✅ (D) Technology performance

2. **Why does Sophie suggest discussing digital transformation strategy?**
   ✅ (A) To explain how infrastructure upgrades align with corporate goals

3. **What concern does Mark expect from the board?**
   ✅ (B) The speed of technology implementation

4. **How does Sophie plan to address security concerns?**
   ✅ (C) By conducting security audits and testing