Telecommuting Journal Logs

March 20, 2020

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| Date | Employee | Description | Estimated\_Hours | Actual\_Hours | Planned\_Unplanned | Result | Comments |
| 2020-03-17 | Debra Hanas | Respond to e-mail; Section Meeting Call; Coordination with Management | 40%, 10%, 50% | 40%, 10%, 50% | Planned | Complete | NA |
| 2020-03-18 | Debra Hanas | Respond to e-mail; Rulemaking process review, Part 910 reclass review | 30%, 50%, 20% | 30%, 50%, 20% | Planned | Complete | NA |
| 2020-03-19 | Debra Hanas | Respond to e-mail; Section Meeting Call; Rulemaking process review | 30%, 10%, 60% | NA | Planned | In Progress | NA |
| 2020-03-20 | Debra Hanas | Respond to e-mail; Rulemaking process review, Part 910 reclass review | 30%, 50%, 20% | NA | Planned | NA | NA |
| 2020-03-17 | Rose Ann Garry | Tech set to work from home | 0.40000000000000002 | NA | Planned | Complete | NA |
| 2020-03-17 | Rose Ann Garry | responded to Emails and vocie mail Section planning call | 0.34999999999999998 | NA | Planned | Complete | NA |
| 2020-03-17 | Rose Ann Garry | HABS Tech QAPP review and QA training | 0.25 | NA | Planned | In Progress | NA |
| 2020-03-18 | Rose Ann Garry | HABS Tech QAPP review and QA training | NA | NA | Planned | NA | NA |
| 2020-03-17 | Rose Ann Garry | Tech set to work from home | 0.4 | NA | Planned | Complete | NA |
| 2020-03-17 | Rose Ann Garry | responded to Emails and vocie mail Section planning call | 0.35 | NA | Planned | Complete | NA |
| 2020-03-17 | Rose Ann Garry | HABS Tech QAPP review and QA training | 0.25 | NA | Planned | In Progress | NA |
| 2020-03-18 | Rose Ann Garry | HABS Tech QAPP review and QA training | 0.5 | NA | Planned | Complete | NA |
| 2020-03-18 | Rose Ann Garry | Emails/Voice mail/ Section call | 0.35 | NA | Planned | Complete | NA |
| 2020-03-18 | Rose Ann Garry | Tech set to work from home | 0.15 | NA | Planned | In Progress | Learning something new each day. |
| 2020-03-19 | Rose Ann Garry | Emails/Voice mail/ Section call/ new tech learning/ LATS/Log | 0.25 | NA | Planned | Complete | NA |
| 2020-03-19 | Rose Ann Garry | FLLOWPA QAMP Review | 0.3 | NA | Planned | Complete | might need to change some QA language depending on 3/20 call |
| 2020-03-19 | Rose Ann Garry | LCI QAPP review | 0.4 | NA | Planned | In Progress | NA |
| 2020-03-19 | Rose Ann Garry | NEI Seaweed QAPP update review | 0.05 | NA | Unplanned | Complete | NA |
| 2020-03-19 | Rose Ann Garry | Review DOW QA plan | NA | NA | Unplanned | NA | NA |
| 2020-03-20 | Rose Ann Garry | LCI Special Studies QAPP review | 0.25 | NA | Planned | NA | NA |
| 2020-03-20 | Rose Ann Garry | WAVE QAPP review | 0.25 | NA | Planned | NA | NA |
| 2020-03-20 | Rose Ann Garry | Compliance QA questions | 0.25 | NA | Planned | NA | NA |
| 2020-03-20 | Rose Ann Garry | Emails/Voice mail/ Section call/ new tech learning/ LATS/Log | 0.25 | NA | Planned | NA | NA |
| 2020-03-17 | Alexander J. Smith | Section Management Duties | 1 | 1 | Planned | Complete | Section Call from 11:00 - 12:30 |
| 2020-03-18 | Alexander J. Smith | Section Management Duties, Briefing on 303d, IBM/RPI meeting | 50%, 25%, 25% | 1 | Planned | Complete | Section Call from 9:00 - 9:30, Completed IBM/Jefferson Prj Call, Briefed Mark and Jackie on 303d list, Section Chief’s call 3:30-4:30 |
| 2020-03-19 | Alexander J. Smith | Section Management Duties, I/SD Rule, ESF HABs, Publications Review | 50%, 10%, 15%, 25% | NA | Planned | Complete | Section Call from 10:00-10:30, Conducted HABs call with FLHub, Completed review of WAVE manuscript |
| 2020-03-20 | Alexander J. Smith | Section Management Duties, Publication Review, I/SD review | 25%, 25%, 50% | NA | Planned | NA | NA |
| 2020-03-16 | Jason R. Fagel | Vacation Day | NA | NA | NA | NA | NA |
| 2020-03-17 | Jason R. Fagel | Telecommuting set-up, 303(d) list, emails | 30%, 40%, 30% | 30%, 40%, 30% | Planned | In Progress | NA |
| 2020-03-18 | Jason R. Fagel | 303(d) list, emails | 60%, 40% | 60%, 40% | Planned | In Progress | NA |
| 2020-03-19 | Jason R. Fagel | I/SD rule, HEP MC call, emails | 50%, 40%, 10% | NA | NA | NA | NA |
| 2020-03-20 | Jason R. Fagel | I/SD rule, 303(d) list, emails | 60%, 20%, 20% | NA | NA | NA | NA |
| 2020-03-17 | Zachary M. Smith | Automation of Assessment | 1 | NA | Planned | In Progress | NA |
| 2020-03-18 | Zachary M. Smith | Automation of Assessment; Team Dynamics Training | 50%; 50% | NA | Planned | In Progress | NA |
| 2020-03-19 | Zachary M. Smith | Automation of Assessment; Testing Data Modernization Data Access | 50%; 50% | NA | Planned | NA | NA |
| 2020-03-20 | Zachary M. Smith | Automation of Assessment | 1 | NA | Planned | NA | NA |