BLAINE GROUP OF COMPANIES

**WORK ENDORSEMENT FORM (WEF)**

***Instructions to the Endorsing Employee:***

1. Accomplish the form below according to the specified requirements (use additional sheet as warranted) and affix your signature.

2. Discuss all items in the form to the Receiving Employee.

3. Secure the Receiving Employee’s signature after everything has been discussed and endorsed.

4. Submit a copy of the signed form to the Immediate Superior and Receiving Employee.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WORK/PROJECT/DELIVERABLE | ACTIVITIES | TIMELINE | STATUS | NEXT STEPS | WORKGROUP | FILES / RESOURCES |
| Title and description of the WORK / PROJECT / DELIVERABLE to be endorsed | Phases of activities to be accomplished in order to complete the work | Inclusive dates / deadlines | Status overview of the activities / milestones | Things to do to accomplish the activities | People involved in the activities | Related Files (soft and hard copies) and other resources |
| 1) |  |  |  |  |  |  |
| 2)  3) |  |  |  |  |  |  |
| 4) |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Business Unit Head

The work/project/deliverable, as mentioned in this form, has/have been clearly discussed and endorsed to me:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Employee

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorsing Employee