**Executive Summary**  
Key automation deliverables completed, including GSC Recharges tool and Anaplan L3 splits. Enhancement requests (GSC-specific, structural changes) addressed. Next phase activities are on track.

**Key Achievements (Last Period)**

* Completed and shared GIRS Activity File; pending further input for closure. Part 1 of the process is completed, and the next phase will begin once additional input is received.
* Delivered Anaplan split reports by L3 and region; new request received to include region and country splits (including GSC sites).
* Explored Alteryx, created a workflow, and identified where it can be beneficial and where it may not be suitable for the project.

**Key Achievements (Last Period)**

* Developed and shared initial GSC Recharges tool (Phase 1) with SPOCs for billing input.
* Delivered Anaplan split reports based on L3 and region-levels.
* Updated tools/scripts to align with new L3/L4 structural changes.
* **GIRS Activity File:** First part completed and shared; awaiting new input for finalization. Second part will commence once first part is finalized.

**Key Achievements (Current Month)**

* Finalized GSC Recharges tool after enhancements; now under UAT.
* Addressed GSC-specific and structural change requests in tools.
* Initiated work on enhanced Anaplan splits for region and country (incl. GSC sites).
* Created Hiring Review Input File after performing validations and checks.

**Items for Management Attention**

* Stakeholders should ensure that all process details, including any guidelines or assumptions, are clearly documented in the SOP. This will help prevent any misunderstandings and provide a comprehensive framework for developing tools and writing code.
* Having clear and detailed instructions for every step will lead to faster execution, fewer delays, and more efficient tool generation, minimizing the risk of rework and ensuring accuracy.

**Key Risks and Issues**

* Limited visibility into process-specific details, leading to potential delays in tool generation and output due to insufficient SOP documentation.
* Risk of misalignment on assumptions or instructions that could delay timelines or affect accuracy during code development and tool implementation.
* Manual handling of certain inputs increases the possibility of errors or inconsistencies, which may impact the overall project progress.

**Additions**

* Detailed input guidelines and process steps to be incorporated into SOPs for a more structured workflow and smoother execution.
* Enhanced validation checks to be added to the tool development process to ensure data integrity and minimize errors.