



## CapitalCore Outsourcing Ltd.

### Job Rotation Reports

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PM

Staff Name:	Victor Victor (CCOL)	Frequency:	2 Times every week
Month:	01/06/2023	Department Assigned:	Infrastructure
Duty Performed:	Support in network setup, closed out on tickets, and changing of printer toners. Etc		
Lessons:	There are processes and lay down rules for every task and issues that the team follows while resolving any task. Before a staff resigns from the business, the team ensures that every document is saved on the cloud.		
Gaps:	There's no service expiration notification. This can cost service downtime once the subscription expires.		
Value sustained:	Urgent response to issues, designation of tasks daily, and cooperation within the team should be sustained.		
Unit Supervisor:	Olanrewaju Ogunleye (CCOL)		
Supervisor comment:	Gaps fully noted.		
Date:	31/07/2023		