**From : Corey Despres on behalf of JGRC Consulting  
To : J.E.Marriott  
Subject : Weekly Status Report, JGRC Consulting, 2012-Nov-11**

**Activities Planned for Last Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Estimated Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | write ups for trailer removal and empty | jack | 2 | 2 |
| 2 | Basic database structure breakdown | jack | 2 | 2 |
| 3 | Reports design overhaul | Graeme | 4 | 4 |
| 4 | Interview Perez | Graeme | 0.5 | 0.5 |
| 5 | Interview Munoz | Graeme | 0.5 | 0.5 |
| 6 | Writeups/use cases/etc. for reports | Graeme | 4 | 4 |
| 7 | Reports dashboard design | Graeme | 1 | 1 |
| 8 | Finish current task, task list redesigns | Ryan | 2 | 2 |
| 9 | My productivity screen + use case scenario, write-up, and diagram fix | Ryan | 2 | 2 |
| 10 | Meet with Mr. Conception | Ryan/Corey | 0.5 | 0.5 |
| 11 | begin frameworks | Ryan | 2 | 2 |
| 12 | Re-work the departures process | Corey | 2 | 2 |
| 13 | Expected Arrivals process | Corey | 2 | 2 |
| 14 | Yard Map Redesign | Corey | 1 | 1 |
| 15 | Reported Issue rework | Corey | 2 | 2 |
| 16 | Beginning Frameworks | Corey | 2 | 2 |
| 17 | Team Meetings | All | 1 | 4 |
|  |  |  |  |  |
| **Totals** | | |  | 31.5 |

**Activities Accomplished Last Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Actual Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | analyze boardroom 2 outcome | jack | 1 | 1 |
| 2 | Rough draft - dock foreman screens | jack | 2 | 2 |
| 3 | Final draft - dock foreman screens | jack | 1 | 1 |
| 4 | Follow up chris patstone | jack | 0.5 | 0.5 |
| 5 | Boardroom followup meeting | all | 1 | 4 |
| 6 | Boardroom presentation practice | All | 4 | 16 |
| 7 | Boardroom | All | 1 | 1 |
| 8 | Boardroom debrief | All | 1 | 1 |
| 9 | Boardroom practice | Graeme | 1 | 1 |
| 10 | Interview with Perez | Graeme | 0.5 | 0.5 |
| 11 | Reports overhaul work | Graeme | 3 | 3 |
| 12 | Boardroom preperation - individual prep: practice, cue cards, memorizing, etc. | Ryan | 2 | 2 |
| 13 | Post-boardroom fixes; started on current task, task list redesigns | Ryan | 1 | 1 |
| 14 | Boardroom solo practice | Corey | 2 | 2 |
| 15 | Follow-up system planning | Corey | 2 | 2 |
| 16 | Expected Arrivals Screens | Corey | .5 | .5 |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
|  | | |  | 38.5 |

**Activities Planned for Next Week :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | | **Performed By** | **Estimated Time (hours)** | |
| **ID** | **Description** | **Task** | **Total** |
| 1 | write ups for trailer removal and empty | jack | 2 | 2 |
| 2 | Basic database structure breakdown | jack | 2 | 2 |
| 3 | Reports design overhaul | Graeme | 4 | 4 |
| 4 | Interview Perez | Graeme | 0.5 | 0.5 |
| 5 | Interview Munoz | Graeme | 0.5 | 0.5 |
| 6 | Writeups/use cases/etc. for reports | Graeme | 4 | 4 |
| 7 | Reports dashboard design | Graeme | 1 | 1 |
| 8 | Finish current task, task list redesigns | Ryan | 2 | 2 |
| 9 | My productivity screen + use case scenario, write-up, and diagram fix | Ryan | 2 | 2 |
| 10 | Meet with Mr. Conception | Ryan/Corey | 0.5 | 0.5 |
| 11 | begin frameworks | Ryan | 2 | 2 |
| 12 | Re-work the departures process | Corey | 2 | 2 |
| 13 | Expected Arrivals process | Corey | 2 | 2 |
| 14 | Yard Map Redesign | Corey | 1 | 1 |
| 15 | Reported Issue rework | Corey | 2 | 2 |
| 16 | Beginning Frameworks | Corey | 2 | 2 |
| 17 | Team Meetings | All | 1 | 4 |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** | | |  | 31.5 |
|  | | |  |  |

**Summary :**

**Timesheet :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Hours**  **Previous** | **$**  **Previous** | **Role**  **Last Week** | **Hours Last Week** | **$**  **Last Week** | **Hours**  **To Date** | **$**  **To Date** |
| **Jack Watt** | **93.5** | **2925** | **Developer** | **11.5** | **345** | **93.5** | **3270** |
| **Graeme McBriarty** | **84** | **3630** | **Project Manager** | **11.5** | **575** | **84** | **4205** |
| **Ryan Vaughan** | **78.7** | **2601** | **Developer** | **10** | **300** | **78.7** | **2901** |
| **Corey Despres** | **83.6** | **2724.6** | **Developer** | **11.5** | **345** | **83.6** | **3096.6** |
| **Total** | | | | | | | **13,472.60** |

**Note:**

**Project Manager : $50 / hour**

**Developer : $30 / hour**

**Absences**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Vacation Hours**  **Previous** | **Vacation Hours**  **This Week** | **Sick Hours**  **Previous** | **Sick Hours**  **This Week** | **“Other” Hours**  **Previous** | **“Other” Hours**  **This Week** |  |
| **Jack Watt** | **0** | **0** | **0** | **0** | **0** | **0** |  |
| **Graeme McBriarty** | **0** | **0** | **2** | **0** | **0** | **0** |  |
| **Ryan Vaughan** | **0** | **0** | **4** | **0** | **0** | **0** |  |
| **Corey Despres** | **0** | **0** | **2** | **0** | **0** | **0** |  |
|  | | | | | | |  |

**For each team member, document the reason for [“Other” Hours This Week] here…**