[Company Name]

# Computer Status Report

## Computer information

|  |  |  |  |
| --- | --- | --- | --- |
| Computer name | Comp NAME | Computer ID | Comp ID |
| Department | Dept | Manager | Manager |
| Report start date | [Start date] | Report end date | [End date] |

## Short-term action items

|  |  |  |
| --- | --- | --- |
| Action item | Status | |
| Item 1 | Status 1 |
| Item 2 | Status 2 |
|  |  |
|  |  |
|  |  |
|  |  |

## Long-term goals

|  |  |
| --- | --- |
| Goals | Progress |
| Goals 1 | Progress 1 |
| Goals 2 | Progress 2 |
|  |  |
|  |  |
|  |  |
|  |  |

## Accomplishments

[Accomplishments]

## Concerns

[Concerns]