**Eight Tech Consults Ltd**

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### **Monthly Report Software Department**

Month:

**Name:**   
**Position:**

#### **Work Plan:**

| **Date** | **Time** | **Project** | **Task** | **Output** |
| --- | --- | --- | --- | --- |
| **01/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **02/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **03/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **04/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **05/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **08/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **09/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **10/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **11/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **12/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **13/07/2024** | 9:00 AM - 5:00 PM |  |  |  |
| **14/07/2024** | 9:00 AM - 5:00 PM |  |  |  |
| **15/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **16/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **17/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **19/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **22/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **23/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |
| **24/07/2024** | 9:00 AM - 12:00 PM |  |  |  |
|  | 1:00 PM - 5:00 PM |  |  |  |

#### **Daily Routine:**

| **Time** | **Activity** |
| --- | --- |
| **8:30 AM - 9:00 AM** | Daily Standup (discuss progress, blockers, and plan for the day) |
| **5:00 PM - 5:30 PM** | End of Day Review (review daily progress and adjust plans if needed) |

**Monthly Overview:**