**Activity Work Plan – Week 4 Jan - Week 1, Feb 2022**

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| --- | --- | --- | --- |
| Task | Start Date | Due Date | Status |
| Configured Routers | 24-Jan-22 | 25-Jan-22 | Done |
| Organizing and working with SiNET to setup network cable for new routers in office | 26-Jan-22 | 5-Jan-22 | Done |
| Website progress with Siven – Payment receipt, Template and Signing on documents | 01-Dec-21 | 28-Feb-22 | In Progress |
| I myself developing a new template for master asset list of IT inventory | 01-Jan-22 | 28-Feb-22 | Done |
| Print PR\_repaired Hard Disk and RAM for Finance & HR manager | 27-Jan-22 | 27-Jan-22 | Done |
| Print PR\_purchase two new laptop | 27-Jan-22 | 27-Jan-22 | In progress |
| Print TimeSheet for HR officer | 27-Jan-22 | 27-Jan-22 | Done |
| Take Sophorn’s laptop to change battery | 01-Feb-22 | 02-Feb-22 | In progress – shop closed for CNY |
| Buy accessories for IT inventory | 02-Feb-22 | 04-Feb-22 | In progress – not yet settlement previous advanced |