**Activity Work Plan – Week 1-2, Mar 2022**

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| --- | --- | --- | --- | --- | --- |
| **No** | **ACTIVITY** | **START DATE** | **DUE DATE** | **STATUS** | **REASON** |
| 1 | Accessories for IT | 1-Mar-22 | 11-Mar-22 | In Progress | Submit Cash Advance Form to Finance 50% |
| 2 | 2 laptops for purchasing | 1-Mar-22 | 11-Mar-22 | In Progress | Order 50% |
| 3 | ~~New setup of ms office365 for Sina’s~~ | ~~1-Mar-22~~ | ~~11-Mar-22~~ |  | ~~Maybe it ok~~ |
| 4 | Website still involving with Siven | 1-Mar-22 | 07-Mar-22 |  | Had a meeting on 7th March |
| 5 | Check and confirm asset list of 7 items left | 1-Mar-22 | 11-Mar-22 | Complete | Updated two more – found |
| 6 | Purchase External HD 2T + sleeve bag for Sina’s laptop | 1-Mar-22 | 11-Mar-22 |  | Submitted cash advance 50% |
| 7 | Organize the settlement of MS office365 Receipt for ED | 1-Mar-22 | 11-Mar-22 | complete | Submitted to finance |
| 8 | Create email signature | 1-Mar-22 | 11-Mar-22 | done | Finished and submitted to b Linas’ 01-Mar-22 – submitted |
| 9 | Develop IT document sign for staff | 1-Mar-22 | 11-Mar-22 | Complete | Submitted |
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