**Activity Work Plan – Week 3&4, Feb 2022**

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| **No** | **ACTIVITY** | **START DATE** | **DUE DATE** | **STATUS** | **REASON** |
| 1 | Setup new MS office365 for Sinas’ | 14-Feb-22 | 18-Feb-22 | Pending | It seems to be ok – no things report back once she back from the field |
| 2 | Buy accessories for IT inventory | 14-Feb-22 | 28-Feb-22 | In Progress | Already got quotes, yet to purchase it because the previous claim form not settled. (sophorn) |
| 3 | Website progress with Siven – Payment receipt, Template and Signing on documents | 01-Dec-21 | 28-Feb-22 | In Progress | Has template already, and she will present its 1st draft for the first step then need use feedback/input for it. |
| 4 | The two laptops requested by Bong lina | 14-Feb-22 | 28-Feb-22 | In progress | Already got quotes but not yet process the PR sign and confirm to the shop. |
| 5 | Organize the Server Folder Unit + Fix | 14-Feb-22 | 28-Feb-22 | Done | Fix server which is not working deploy printer so far. Created a new structure of GPO for gadc in server |
| 6 | Clean up Jony’s laptop returned | 14-Feb-22 | 14-Feb-22 | Done | This laptop is organized for a new program officer |
| 7 | Setup a scanner for new accounting intern | 14-Feb-22 | 14-Feb-22 | Done |  |
| 8 | Add EngMey Chea to allstaff group of email | 14-Feb-22 | 14-Feb-22 | Done |  |
| 9 | Follow up Siven about official receipt and three links not working | 14-Feb-22 | 15, 16, 17, 18-Feb-22 | Done | She replied on 15-Feb that she has no computer during her quarantined, so she will present the demo link in week 4. |
| 10 | Check and send an email to request a quote for 2 laptops - Lenovo | 14-Feb-22 | 14-Feb-22 | Done | This is a last one which is requested but unfortunately, there is no spec as same as we needed and only one in stock either |
| 11 | Check internet speed which is to make sure the speed from 80MB to 100MB which upgrade free from SiNET | 15-Feb-22 | 15-Feb-22 | Done | Have worked with them to refresh the speed upgrade |
| 12 | Check and confirm the asset list which requested by Lina’s | 16-Feb-22 | 17-Feb-22 | 97%+Pending | Nearly done because the office closed for covid so pending until the office open back |
| 13 | Send an email to request the two new brand of asus zenbook | 18-Feb-22 | 18-Feb-22 | Done | Received all quotes requested |
| 14 | Follow up Siven to send us the official receipt and fix the template links | 23-Feb-22 | 23-Feb-22 | Done | She replied, the receipt will be received in week 4 but not yet receive it and she follow template 1 and she will deploy the first version this weekend then we can follow, and feedback together Said she. |
| 15 | Organize the evaluation of two laptops | 23-Feb-22 | 23-Feb-22 | Done | This is done but not yet sign on PR doc |
| 16 | Help Malta to logon into adobe premiere which needed the admin username and password – because the one she has from Kernel is not working | 24-Feb-22 | 24-Feb-22 | Done | Sent it her directly to login by herself |
| 17 | Talk with Siven about her work | 24-Feb-22 | 24-Feb-22 | Done | She said the template might look the same since our team chose it but all work is behind is by her and team such create a structure, contents, and a theme of WordPress so she requested to have a meeting on Monday to present her 1st draft of development and we will see and feedback since then |