Task Management Report

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Task Management Report

Task Management Overview

This report provides comprehensive analysis of task management activities, including task completion rates, performance metrics, and workflow efficiency across the data quality management system.

Task Performance Metrics

• Total Tasks: 45
• Completed Tasks: 38
• Overdue Tasks: 3
• Completion Rate: 84.4
• Average Completion Time: 3.2 days

Task Categories Analysis

• Data Quality Issues: 20 tasks (18 completed, 1 overdue)
• System Maintenance: 15 tasks (12 completed, 1 overdue)
• Process Improvement: 8 tasks (6 completed, 0 overdue)
• Documentation: 5 tasks (4 completed, 1 overdue)
• Training: 3 tasks (2 completed, 0 overdue)

Task Performance Analysis

• Overall Completion Rate: 84.4% (target: 90%)
• Average Completion Time: 3.2 days (target: 2.5 days)
• On-Time Delivery: 78.5% of tasks completed within SLA
• Resource Utilization: 92.3% of available capacity utilized
• Quality Score: 4.6/5.0 for completed task quality

Task Breakdown by Category

Category: Data Quality Issues
Total Tasks: 20
Completed: 18
Overdue: 1
Category: System Maintenance
Total Tasks: 15
Completed: 12
Overdue: 1

Workflow Efficiency

• Task Assignment Time: 2.1 hours average
• Task Review Process: 1.8 days average
• Approval Workflow: 95.2% efficiency rate

• Escalation Process: 3.4% of tasks escalated

Performance Trends

• Completion Rate: +5.2% improvement over last month
• Average Time: -12.5% reduction in completion time
• Quality Score: +8.7% improvement in task quality
• User Satisfaction: +15.3% improvement in workflow satisfaction

Recommendations

1. Implement task automation for repetitive data quality tasks
2. Optimize task assignment process to reduce assignment time
3. Establish task prioritization framework for better resource allocation
4. Enhance task tracking and monitoring capabilities
5. Implement task performance dashboards for real-time monitoring