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| **Weekly Action Plan (WAP), CIE Team** | | | | |
| **Reporting Employee** | | **LEWIS, SHAUN** | | |
| **Reporting Date** | | **24 February 2025** | | |
| **Previous Week’s Goals Status Report** | | | | |
| **Network** | **Task/Project** | | **Target % Complete/**  **Actual % Complete** | **Specific Objectives/Notes** |
| NIPR | JECC Battle Rhythm Outlook Integration  (Phase 1) | | Target 100% | * User Guide – Draft [Complete] * Calendar access request process: Admin managed access and permissions [Complete] * Update SharePoint calendar from dev to production site – (Calendar Creation and Flow Updates) [Complete] * Calendar Access Request Power App – Dev Version (Integrated from Phase 2 to Phase 1) [Complete] * Provision service account for running Power Automate flows. Request sent to DISA for provisioning. [In Progress] * UAT feedback and updates [In Progress] |
| Actual 50% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 100%  25% | Customer was out of office and will return 2/24/2024 |
| NIPR | JITTS App Load Warnings | | 100%  0% | Jason is currently updating the JITTS Power App. I will assist if needed |
| NIPR | JITTS Tickets Power BI Data Pull | | 100%  100% | Pull JITTS ticket data into Power BI and create basic visualizations |
| **Current Week’s Goals** | | | | |
| **Network** | **Task/Project** | | **Current % Complete/**  **Target % Complete** | **Specific Goals/Notes** |
| NIPR | JECC Battle Rhythm Outlook Integration  (Phase 1) | | Current 50% | * UAT feedback and updates * Define Calendar O365 groups * Integrate Calendar Access Request Power App (Production Version) * Service account provision * Power Automate Flows to set and remove calendar permission upon adding/removing group member * Update SharePoint calendar from dev to production site (Move events from SharePoint dev to production calendar) |
| Target 100% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 25%  100% | * Assist customer moving PowerApps and Flows from DISA to JECC environments |
| NIPR | Room Scheduler Teams Integration | | 0%  100% | * Proof of Concept (POC) to integrate Room Scheduler App in Teams |
| NIPR/SIPR | Additional Tasks/Customer Support - (Ongoing) | | 0%  100% | * Any new tasks not documented above |