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| **Weekly Action Plan (WAP), CIE Team** | | | | |
| **Reporting Employee** | | **LEWIS, SHAUN** | | |
| **Reporting Date** | | **3 March 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% | * UAT feedback and updates [ongoing] * Define Calendar O365 groups [Complete] * Integrate Calendar Access Request Power App (Production Version) [Complete] * Service account provision [In Progress] * Power Automate Flows to set and remove calendar permission upon adding/removing group member [In Progress] * Update SharePoint calendar from dev to production site (Move events from SharePoint dev to production calendar) [Complete] * Create JECC Battle Rhythm SharePoint Landing Page [Complete] * UAT Feedback [Ongoing] |
| Actual 90% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 100%  75% | * Successfully migrated customer Power Automate flows. Customer will have to create their Microsoft Forms in new environment [Complete] * Customer Microsoft List migration [In Progress] |
| NIPR | JITTS Ticket System | | 100%  100% | Collaborate with Jason via code review/QA |
| NIPR | Room Scheduler Teams Integration | | 50%  100% | Create prototype to pull Teams data into Power App to solve ‘white space problem’ |
| **Current Week’s Goals** | | | | |
| **Network** | **Task/Project** | | **Current % Complete/**  **Target % Complete** | **Specific Goals/Notes** |
| NIPR | JECC Battle Rhythm Outlook Integration  (Phase 2) | | Current 90% | * Complete Service account provision – DISA * Give JECC SPO Members View Access to Calendars * UAT Feedback & Fixes |
| Target 100% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 75%  100% | * Customer Microsoft List migration |
| NIPR | Room Scheduler Teams Integration | | 50%  100% | * Complete prototype to pull Teams data into Power App to solve ‘white space problem’ |
| NIPR/SIPR | Additional Tasks/Customer Support - (Ongoing) | | 0%  100% | * Any new tasks not documented above |