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| **Weekly Action Plan (WAP), CIE Team** | | | | |
| **Reporting Employee** | | **LEWIS, SHAUN** | | |
| **Reporting Date** | | **10 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] * Service account provision - DISA[Complete] * Give JECC SPO Members View Access to Calendars. Guidance is to give internal team and COS initial access. [In Progress] * Create Key Leader Leave & Engagements Microsoft Form and Flow. When users submit requests, events are created on Key Leader Leave & Engagements Outlook calendar – New Requirement [In Progress] |
| Actual 90% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 100%  85% | * Working with customer troubleshooting flows [In Progress]. |
| NIPR | Room Scheduler Teams Integration | | 100%  100% | Create prototype to pull Teams data into Power App to solve ‘white space problem’. Whitespace can be achieved by pulling Teams events and meetings into Power App for visualization [Complete]. |
| SIPR | Orders & Leave TDY Tracker App | | 100%  100% | Troubleshoot and created status report for app Power Automate flows [Complete] |
| **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 * Create Test Plan * Create Key Leader Leave & Engagements Microsoft Form and Flow. When users submit requests, events are created on Key Leader Leave & Engagements – New Requirement * UAT Feedback & Fixes |
| Target 100% |
| NIPR | Power Platform Environment move for Power Apps and Flows | | 85%  100% | * Troubleshoot Customer Flows after Migration |
| NIPR/SIPR | Additional Tasks/Customer Support - (Ongoing) | | 0%  100% | * Any new tasks not documented above/JITTS ticket requests |