|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **汇报对象：**林荣波 | | **周期：{start\_time\_end\_time}** | | **汇报人：** 程呈 | | | | **提交日期：**  {submit\_time} |
|  | |  | |  | | | |  |
| * 本周目标完成情况，与目标之间的差距，并进行差距原因分析； * 存在的问题或困难及需要解决、协助的问题； * 本周未完成工作的跟进及下周工作计划； | | | | | | | | |
| **第一部分：本周工作完成情况汇报(请用数据描述)** | | | | | | | | |
| **工作事项** | **内容** | | **已完成** | | **未完成** | | **效果与原**  **因说明** | |
| {job\_0} | {content\_0} | | {finish\_0} | | {unfinished\_0} | | {result\_0} | |
| {job\_1} | {content\_1} | | {finish\_1} | | {unfinished\_1} | | {result\_1} | |
| {job\_2} | {content\_2} | | {finish\_2} | | {unfinished\_2} | | {result\_2} | |
| **1、本周未完成事项的跟进** | | | {unfinished\_trace} | | | | | |
| **2、存在的问题及建议** | | | {Q&A} | | | | | |
| **第二部份：下周工作计划** | | | | | | | | |
| **工作事项** | **工作内容** | | | | | **时间** | | |
| {next\_week\_job\_0} | {next\_week\_job\_content\_0} | | | | | {next\_week\_job\_time\_0} | | |
| {next\_week\_job\_1} | {next\_week\_job\_content\_1} | | | | | {next\_week\_job\_time\_1} | | |
| **第三部份：后期工作计划** | | | | | | | | |
| {after\_job\_0} | {after\_job\_content\_0} | | | | | {after\_job\_time\_0} | | |
| {after\_job\_1} | {after\_job\_content\_1} | | | | | {after\_job\_time\_1} | | |
| **1、下周行动计划及预期结果：** | | | | | | | | |
| **{next\_week\_expect\_result}** | | | | | | | | |
| **2、需要支持与协助:** | | | | | | | | |
| **{support}** | | | | | | | | |