| **Task** | **Action Plan** | **Responsible Person(s)** | **Due Date** | **Anticipated Outputs** | **Status** |
| --- | --- | --- | --- | --- | --- |
| Documentation on configured prerequisites AOS, Business Intelligence, Management Reporter, Orchestrator) | Compiling documents | Tatenda, Huggins | 28/11/2019 | Fully Detailed Document | Open |
| Download Microsoft Dynamics 365 setup scripts (infrastructure scripts) | Download and Configure the sandbox environment | Tatenda, Huggins | 28/11/2019 | Configured server roles | Open |
| Setup File storage and SQL Server | Setting up file storage | Tatenda, Huggins | 28/11/2019 | File storage | Open |
| Configure the database and encrypt user credentials | Run encryption scripts | Tatenda, Huggins | 28/11/2019 | Encrypted (Secure) database accounts | Open |
| Setup SSIS and SSRS and configure ADFS | Configure ADFS and setup SSIS and SSRS | Tatenda, Huggins | 28/11/2019 | ADFS | Open |
| Configure a connector &install an on-prem | Install Dynamics 365 Finance & Operations | Tatenda, Huggins | 28/11/2019 | A running Dynamics 365 Finance & Operations | Open |

**Weekly Project Work Plan**

**Date: 25/11/2019**

**Additional Notes**