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| **Name** | Noyal Thomas | **Report Date** |  | | |
| **Project Name** | **Main Task** | **Sub Task** | **Scheduled Completion Date** | **Time Spent today(Hrs)** | **Today’s Update** |
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**Note the following while sending daily report**

* Repeat each section for multiple project, Tasks, Sub tasks etc
* Mention scheduled end date against each task. Daily report must have the scheduled completion date for each task. Discuss with Reporting officer if any tasks is not scheduled properly
* The date assigned needs to be taken seriously and if any delay happens then the reason etc needs to be justified/mentioned in the Status column
* Copy paste the above reporting format in the email content area.(don’t use plain text format)
* Make the status update column descriptive as possible.
* Include links of references etc in the daily report against each task.
* Time spent against each activity to be mentioned and the same to be entered in PM tool in respective projects and tasks without any further reminder.
* Report to be sent to immediate reporting officer with cc to further in the chain of reporting.
* Put proper email subject for the daily report email. [ Daily Work Status Report - <Day><Date> ] eg: Daily Work Status Report – Mon Sept 1 2014 ]
* Use daily report as a medium to conclude your daily work to see what you have achieved for the day and what you are planning to achieve in coming days, and what are your pending tasks in various assignments
* It is seen that some of the daily reports coming with total hours as 6 hours 7 hours etc. If time spent for any additional learning efforts or other activities it has to be mentioned in daily report.
* Don’t ask project specific questions in daily report. Initiate separate emails for that.
* For Tasks/issues from tracker mention the issue number from Tracker.
* For the completed Tasks mention the status as “Completed the Task on <Date>” and this can be removed from the daily report after 2-3 days time.
* The general learning activities done which are not specific to any of the project needs to be mentioned separately under additional learning.

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