**DEPARTMENTAL WEEKLY REPORT TEMPLATE FOR INDIVIDUALS AND UNITS**

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| **NAME** | JOSEPH UGBEVA |
| **MONTH** | APRIL |
| **WEEK** | 4 |
| **DEPARTMENT/UNIT** | LEGAL |

**SECTION 1–EXECUTIVE SUMMARY:**

# BRIEF SUMMARY OF MAJOR ACHIEVEMENTS DURING THE WEEK VIS-À-VIS THE TARGETS

COP PORTAL

DEVELOPED PWA MOBILE APP

NAZER WEBSITE

NAZER PORTAL

**SECTION 2-SCALE FOR STANDARDS**

|  |  |
| --- | --- |
| **SCORE/VALUE** | **DETAILS (*for target & achievement rating*)** |
| N/A (NOT APPLICABLE) | Does not apply to a particular staff in question. |
| **0 =** NOT DONE | Was not carried out within the period. |
| **1 =** BARELY DONE/BARELY PRESENT | Barely attempted, did not complete and could not be used. |
| **2 =** VERY UNSATISFACTORY | Didn’t meet the timeline; very unacceptable quality so far. |
| **3 =** UNSATISFACTORY | Didn't meet the timeline; quality was unacceptable so far. |
| **4 =** JUST BELOW AVERAGE | Completed after timeline; quality was barely satisfactory. |
| **5 =** AVERAGE | Completed after the timeline; quality was satisfactory. |
| **6 =** JUST ABOVE AVERAGE | Completed within the timeframe; quality was close to satisfactory. |
| **7 =** GOOD | Performance met expectations both in quality and delivery time. |
| **8 =** VERY GOOD | Performance met expectations and went beyond expectations in either quality or delivery time. |
| **9 =** EXCELLENT | Performance exceeded expectations in both quality and delivery time |
| **10 =** VERY EXCELLENT | Performance was very outstanding, well exceeded expectations in both quality and delivery time in a very remarkable way. |

**SECTION 3–REPORT ON WORK DONE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | PRESET GOAL | RESULTS ACHIEVED | TIMELINESS & QUALITY *(scale of 1-10)* | ACTIVITIES CARRIED OUT TO ACHIEVE RESULTS | SUPERVISOR’S COMMENTS (If applicable) |
| 01 | COP PORTAL | WORED ON MOBILE APP | 10 | 1. I SEPERATED THE USER PRIVILEGES ON THE APP TO ALLOW THEM CARRY OUT THEIR ROLES  2. I FURTHER TESTED ON ALL MOBILE DEVICESS TO ENSURE COMPACTABILITY  3. I DID A TEST STREAM FOR COP PRAYER CONFERENCE. |  |
| 02 | NAZER COMPANY | WEBSITE DEVEOPMENT | 10 | 1. I FURTHER WORK ON THE NAZER WEBSITE 2. SORTED OUT MAIL NOT SENDING/BOUNCING ISSUES 3. SORTED OUT MAIL NOT ENTERING ISSUES 4. WENT TO IMM OFFICE TO SOLVE MAIL SPAM ISSUES 5. MIRATED THE NAZER WEBSITE TO MINISTRY (IMM) HOSTING PLATFORM 6. GAVE FINANCE DEPT A CMS TO MANAGE SENDING/RECEIVIING OF MAILS |  |
| 03 | NAZER | NAZER PORTAL DEVELOPMENT | 10 | 1. I CREATED A PWA PORTAL PROJECT FOR NAZER 2. CREATED ADMIN CMS DASHBOARD FOR THE PORTAL 3. ALLOWED ADMIN ADD/EDIT AND MANAGE ACTIVITIES OF THE FISH POND. |  |
|  |  |  |  |  |  |

**SECTION 3– ADDITIONAL DETAILS ON WORK DONE**

|  |  |  |
| --- | --- | --- |
| NEW THINGS ADDED TO MY WORK | WORK LEFT UNDONE | WORK AREAS STATUS QUO WAS MAINTAINED: |
| COP MOBILE APP | FIX BUS AND ISSUES |  |
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**SECTION 4–UPDATE ON PROJECT:**

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| --- | --- | --- | --- |
| S/N | PROJECT NAME | STATUS ON PROJECT | NEXT LINE OF ACTION |
| 01 | COP MOBILE APP | 50% | **ENSURE ITS WORKING PROPERY** |
| 02 | NAZER WEBSITE | 50% |  |
| 03 | NAZER PORTAL | 20% |  |

**SECTION 5 – ITEMS REQUIRING THE DIRECTOR’S/HOD’S ATTENTION:**

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| --- | --- | --- | --- |
| S/N | ITEM | WHAT HAS BEEN DONE | SUGGESTED DECISION |
| 01 |  |  |  |
|  |  |  |  |
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**SECTION 6 –CHALLENGES/SUGGESTED SOLUTIONS**

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| --- | --- | --- |
| S/N | Challenge(s) | Suggested Solution(s) |
| 01 |  |  |

**SECTION 7 –UPCOMING WEEK’S GOALS & TARGETS**

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| --- | --- | --- | --- |
| S/N | TARGET | START DATE/DAY | FINISH DATE/DAY |
| 01 |  |  |  |
|  |  |  |  |
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**SECTION 7 – OFFICIAL USE**

**HR’S COMMENTS/REMARKS:**

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| --- | --- |
| EXPECTED SUBMISSION DATE |  |
| ACTUAL SUBMISSION DATE |  |
| DEDUCTION FOR DELAYED SUBMISSION |  |
| FINAL WEEKLY REPORT SUBMISSION SCORE |  |