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

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| **NAME** | JOSEPH UGBEVA |
| **MONTH** | APRIL |
| **WEEK** | 2 |
| **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:

WORKING ON WEBSITE

**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:**

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| --- | --- | --- | --- | --- | --- |
| **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 BUILT A WEB APP FOR THE COP  2. I TESTED ON ALL MOBILE DEVICESS TO ENSURE COMPACTABILITY  3. I UPOADED THE DAILY PRAYERS VIDEO FOR MEMBERS TO WATCH AND PRAY  3. I OPTIMISED AND UPRADED THE ZONAL ADMIN MANAGERS DASHBORD AND ENABLED THEM TO ADD OTHER CONVENERS FROM THEIR DASHBOARD.  4. I GOT AN ADDITIONAL CAPTURE CARD AND SOUND CARD TO ENSURE SMOOTH STREAMING OF THE NEXT COP CONFERENCE  5.I UPLOADED THE COP APP LIVE, AND FURTHER TESTED IT REALTIME. |  |
| **02** | NAZER COMPANY | WEBSITE DEVEOPMENT |  | 1. I CONTINUED WORING ON THE NAZER WEBSITE 2. ADDED IVE CHAT FEATURE ON THE WEBSITE 3. ATHERED CONTENT AND INFORMATION FOR THE WEBSITE 4. CREATED NEW EMAIL ACCOUNTS FOR FINANCE UNIT 5. MIRATED THE NAZER WEBSITE TO MINISTRY (IMM) HOSTING PLATFORM |  |
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**SECTION 3– ADDITIONAL DETAILS ON WORK DONE**

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| --- | --- | --- |
| 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** |
|  |  |  |  |

**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 |  |