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

|  |  |
| --- | --- |
| **NAME** | JOSEPH UGBEVA |
| **MONTH** | MARCH |
| **WEEK** | 3 |
| **DEPARTMENT/UNIT** | LEGAL |

**SECTION 1–EXECUTIVE SUMMARY:**

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

DCA PORTAL:

I CREATED THE ADD/EDIT/READ/DELETE FUNCTION FOR ADMIN TO MANAGE STAFF

COP PORTAL:

HELD MONTHY ONINE PRAYER CONFRENCE

**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 | HELLD THE ONLINE PRAYER CONFRENCE | 10 | 1. I ENSURED THAT THE PORTA WAS UP AND RUNNING  2. I SORTED OUT THE NEW REGISTRATIONS FOR THE PRAYER CONFERENCE  3. I SETUP THE KINGSCONFERENCE VIDEO PLATFORM AND STREAMIN SYSTEM FOR THE STREAMING  4. I CONTACTED EACH OF THE MODERATORS FOR THE CONFRENCE TO JOIN AND TEST ONE HOUR BEFORE THE MEETING.  5.I NOTICED AN ISSUE WITH THE AUDIO AS THE PEOPLE ON THE PORTAL COULLLDNT HEAR PASTOR.  6. AFTER THE PROGRAM I REACHED OUT TO IMM AND GAVE THEM MY OBSERVATIONS AND THEY PROFFERED A SOLUTION FOR ME  7. I COLATED THE APPENDANCE FROM THE MEETING |  |
| 02 | DCA PORTAL | STAFF DASHBOARD |  | 1. ADMIN CAN ADD/VIEW/ 2. DELETE AND EDIT STAFF MEMBERS |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| NEW THINGS ADDED TO MY WORK | WORK LEFT UNDONE | WORK AREAS STATUS QUO WAS MAINTAINED: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 4–UPDATE ON PROJECT:**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | PROJECT NAME | STATUS ON PROJECT | NEXT LINE OF ACTION |
| 01 | DCA PORTAL | 25% | **RECEIVE INFORMATION FROM HR** |
|  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | ITEM | WHAT HAS BEEN DONE | SUGGESTED DECISION |
| 01 | LIST OF STAFF MEMBERS | **PASTOR SAM WAS ASSIGNED TO ME TO HELP PROVIDE INFORMATION** |  |
|  | LIST OF UNITS IN THE DEPARTMENT | **PASTOR SAM WAS ASSIGNED TO ME TO HELP PROVIDE INFORMATION** |  |
|  | BREAKDOWN OF THE REPORTING AND APRAISAL PROCESS. (THE STEPS INVOLVED BEFORE GETTING TO THE DIRECTORS TABLE) | **PASTOR SAM WAS ASSIGNED TO ME TO HELP PROVIDE INFORMATION** |  |
|  | ANY FEATURE/PROCESS A UNIT IS HANDLING THAT WOULD WANT TO BE ON THE PORTAL | **PASTOR SAM WAS ASSIGNED TO ME TO HELP PROVIDE INFORMATION** |  |
|  |  |  |  |

**SECTION 6 –CHALLENGES/SUGGESTED SOLUTIONS**

|  |  |  |
| --- | --- | --- |
| S/N | Challenge(s) | Suggested Solution(s) |
| 01 | HAVING TO ENROLL ALL STAFF MEMBERS ON THE PORTAL | REQUESTING AN API FROM THE STAFF PORTAL, SO I CAN HAVE ACCESS TO THE INFORMATION OF STAFF MEMBERS AND THEY CAN JUST LOGIN WITH THEIR STAFF ID |

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

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | TARGET | START DATE/DAY | FINISH DATE/DAY |
| 01 | COMPLETE THE REPORT SUBMISSION FORM |  |  |
|  | ADD TRAININGS TO THE PORTAL |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 7 – OFFICIAL USE**

**HR’S COMMENTS/REMARKS:**

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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