



# Cyber Tree Systems

## A Business IT Solution Company

<b>POLICY NAME</b>	Time, Performance, and Status (TPS) Reporting		
<b>DATE OF LAST REVISION:</b>	9/4/2003	<b>VERSION NO.</b>	1.43
<b>ADMINISTRATOR RESPONSIBLE</b>	Kevin McKnight		

### Purpose

The purpose of this policy is to provide guidance to the weekly required TPS Reporting procedures.

### Scope

This policy applies to all CTS employees.

### Policy Statement

All CTS employees are required to file a time, performance, and status (TPS) report which documents the entirety of the activities and actions involved in an assigned project. These TPS Reports are due weekly, and all reports must use CTS's TPS report template. Each TPS report will list the Process, Task, and Outcome/Status of each assignment project or task. CTS TPS Reports track weekly projects and tasks.

### Enforcement

Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

### Terms and Definitions

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Time, Performance, and Status Report (TPS Report)	A document used by quality assurance or other individuals that describes the time, performance, and status of procedures and process of an individual.

### Revision History

Revisions made 9/4/2023