

Monthly Highlights

Please Follow the below steps to draft the Monthly Highlights

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Step 1	Request Team to provide the Monthly Highlights
Step 2	Review Team Interactions across tracks
Step 3	Use bullet points in the highlights with a variety of past tense verbs: Completed, Executed, Performed .
Step 4	Review each bullet to make sure they are clear enough and also reflect something that is fully completed.
Step 5	Please include only the one's which are completed, Exclude the ones which are in-progress.
Step 6	Fine Tune the existing highlights so that they are clear and simple to understand.
Step 7	Upload the Document once done to SHAREPOINT