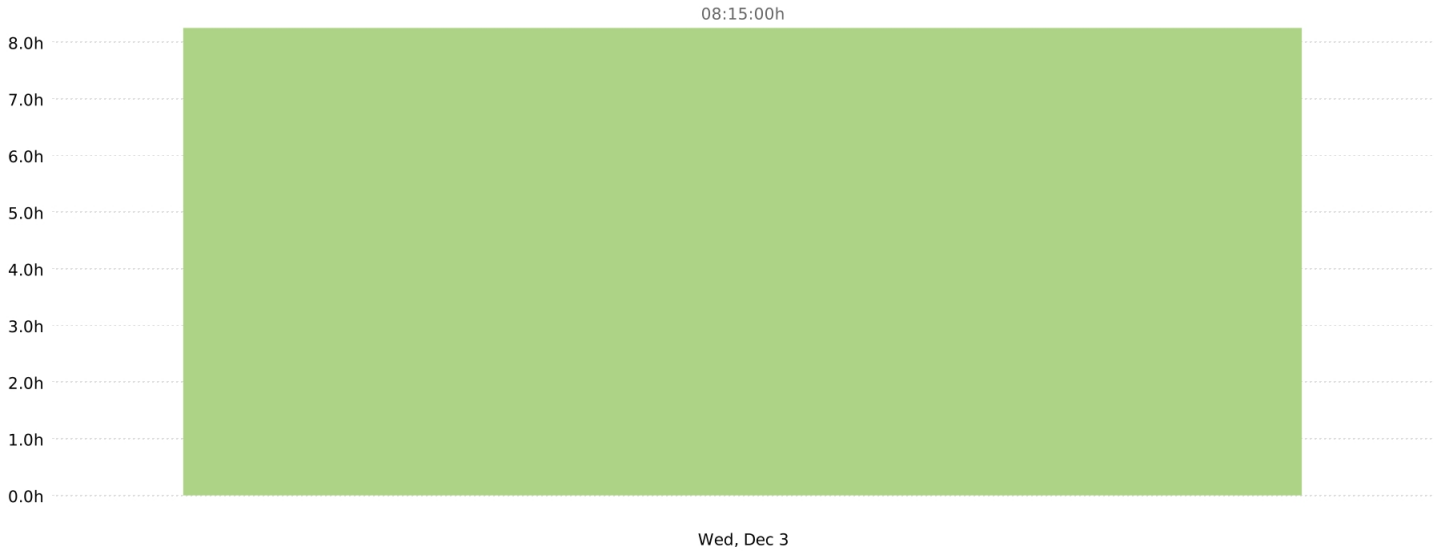
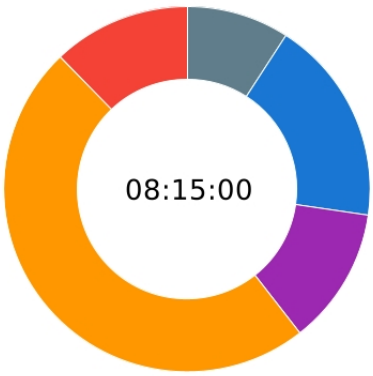
# Summary report

12/03/2025 - 12/03/2025

Total: 08:15:00

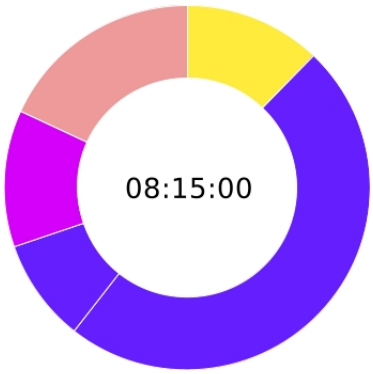



## Project




| | | |
|---|---|---|
| Email correspondence - IT | 00:45:00 | 9.09% |
| Incident & Request Management (Service Desk) - IT | 01:30:00 | 18.18% |
| MSP Marketing Initiative - IT | 01:00:00 | 12.12% |
| Report and Document preparation - IT | 04:00:00 | 48.48% |
| Team Meetings - IT | 01:00:00 | 12.12% |

## Description




| | | |
|---|---|---|
| 1.Daily task planning and follow up discussions<br>2.One to One discussion<br>3.IT Team meeting<br>4.SD Task Handover | 01:00:00 | 12.12% |
| Finalized ITSM monthly report<br>Drafting MSP Marketing monthly report<br>Follow up RCA Report on US Center Temporary Down Time<br>Shift Plan for Next Week | 04:00:00 | 48.48% |
| Email correspondence and follow ups | 00:45:00 | 9.09% |

| | | |
|---|---|---|
| Draft MSP content planning<br>NSW, Victoria opportunities review | 01:00:00 | 12.12% |
| Pending SR and escalations follow up | 01:30:00 | 18.18% |

| Project / Description | Duration |
|---|---|
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| MSP Marketing Initiative - IT | 01:00:00 |
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| Team Meetings - IT | 01:00:00 |
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