|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Período reportado: | | Del: |  | Al: |  | | | No. Informe: | |  |
|  | | | | | | | | | | |
| Responsable: |  | | | | |  | Puesto: | |  | |

I. ACTIVIDADES

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Nombre | | Descripción |
| 1 |  | |  |
| Tiempo estimado: |  |
| 2 |  | |  |
| Tiempo estimado: |  |
| 3 |  | |  |
| Tiempo estimado: |  |
| 4 |  | |  |
| Tiempo estimado: |  |
| 5 |  | |  |
| Tiempo estimado: |  |

II. CRONOGRAMA

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Actividad** | | LUN |  | MAR |  | MIE |  | JUE |  | VIE |  |  |  |
|  | 1 |  | |  | |  | |  | |  | |  | *Fecha de Entrega del Informe* |
|  | 2 |  | |  | |  | |  | |  | |  |  |
|  | 3 |  | |  | |  | |  | |  | |  |  |
|  | 4 |  | |  | |  | |  | |  | |  |  |
|  | 5 |  | |  | |  | |  | |  | |  |  |
| Otras\* | |  | |  | |  | |  | |  | |  | *(Vo.Bo.) Jefe de Informática* |
| \* Entiéndase por “otras” todas aquellas actividades menores (soporte técnico, apoyo a los  usuarios en SAP, diseño de formatos, configuraciones, actualizaciones de software, etc.) | | | | | | | | | | | | | *Agrosania S.A. de C.V.* |

III. ANEXOS

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Fotografías y/o Capturas de Pantalla | | |
| 1 |  |  |  |
|  |  |  |
| 2 |  |  |  |
|  |  |  |
| 3 |  |  |  |
|  |  |  |
| 4 |  |  |  |
|  |  |  |
| 5 |  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Observaciones: |  |
|  | |