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**REVISION HISTORY**

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| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 0 | March 9, 2016 | Created the document. | Serve as a guide in Geniisys Status Report Preparation | RCGanal | RMGruet |
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1. **Objectives**

* To provide a guide on the status report preparation for Geniisys teams.

1. **Responsibility**

Geniisys Team Heads

1. **References**

* Weekly Operations Meeting Procedure

1. **Guidelines**

1. Report File Naming Convention will be GEN-unit name-xR-yyyy-mm-dd where

unit name = CS (CS Support), WS (Hybrid Support), PD (Full Web Support)

x = W (weekly), M (monthly), Q(quarterly)

2. For weekly report, the following shall be the content:

Tab 1 - SRs/SLAs/KPIs

Tab 2 – Projects

Tab 3 - Major Issues

Tab 4 - Priorities for the coming week, notable events

3. For monthly report, the following shall be the content:

Tab 1 - Summary of SRs/SLAs/KPIs

Tab 2 - Projects summary

Tab 3 - HR