**Monthly KPI Setup:**

**Ashik:**

Project Management

Project Associate Meeting

Training Session

Domain & Hosting Sale

Standardization Check

New Client Engagement

Client Follow up Visit

**Zayed:**

Function Developed Under Module

Website development

Software development

Server Config

Domain & hosting Config

Domain & Hosting Sale

Training Session

**Wali:**

Content Design (Insertion, logo, business card and more):

Documentation (Task of Anam sir and other like that):

Email Setup:

Email Campaigning:

Video:

Training Session:

Domain & Hosting Sale

Implementation Software usages follow up

**Ahsan:**

Proposal Writing

Project Documentation:

Campaigning Conduct:

SEO:

Content:

New Client Engagement

Domain & Hosting Sale

Client Follow up Visit:

Training Session:

Standardization Check:

Reporting:

Schedule Task Check list:

**Ashik:**

1. Weekly IT Progress broadcast and training @ Thursday during meeting
2. B2C website feature & pricing follow-up twice a week @ Sunday, Wednesday
3. Portal B2B activity observe daily - @ Agency, Deposit, Booking, Business Setting (30 mins)
4. New feature documentation for Portal once weekly @ Saturday
5. SLBD Marketing follow up daily @ 10 AM
6. SLBD KPI & Scheduling Task follow up daily - @ 6:00
7. Implemented software follow-up and set action plan accordingly @ Thursday after lunch
8. SLBD client follow up @ Thursday after lunch
9. Assigned task follow up once a day @ morning

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| **Day** | **Day Tasks** | **Every Day General Task** |
| Saturday | 1. New feature documentation for Portal | 1. Portal B2B activity observe 2. SLBD Marketing follow up 3. SLBD KPI & Scheduling Task follow up 4. Task assign & assigned task follow up on ASANA |
| Sunday | 1. B2C website feature & pricing follow-up twice a week |
| Monday |  |
| Tuesday |  |
| Wednesday | 1. B2C website feature & pricing follow-up twice a week |
| Thursday | 1. Weekly IT Progress broadcast and training 2. Implemented software follow-up and set action plan accordingly 3. SLBD client follow up |
| Friday |  |

**Ahsan:**

1. Monthly work progress report of Softlab clients
2. SoftLab web improvement in terms of content and functionality once a week - Thursday
3. Supervise SuperLifeHack twice a week Saturday, Sunday
4. Report to supervisor overall activities at the end of the day – Client update, Execution Details, Tomorrow execution plan.

**Wali:**

1. Implemented Software usages follow up and reporting.
2. Official Email addresses Active/Inactive depending on employee leave the company or back to company
3. Report to supervisor overall activities at the end of the day – Execution Details, Tomorrow execution plan.

**Zayed:**

1. Existing Module functionality test once a week
2. Report to supervisor overall activities at the end of the day – Execution Details, Tomorrow execution plan.