📊 Firm-Wide Performance Report

Comprehensive analysis of all projects and team activities

Period: December 21, 2025 - December 26, 2025

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📋 Executive Summary

Task creation significantly outpaced completion this period, resulting in a substantial increase in open tasks. The high number of overdue tasks requires immediate attention to prevent further project delays.

15
TASKS COMPLETED

+0 vs prior period

218
NEW TASKS CREATED

0.7 days

AVG CYCLE TIME

+0d vs prior

59

OVERDUE TASKS

+0

0

ON HOLD

0 total days blocked

212
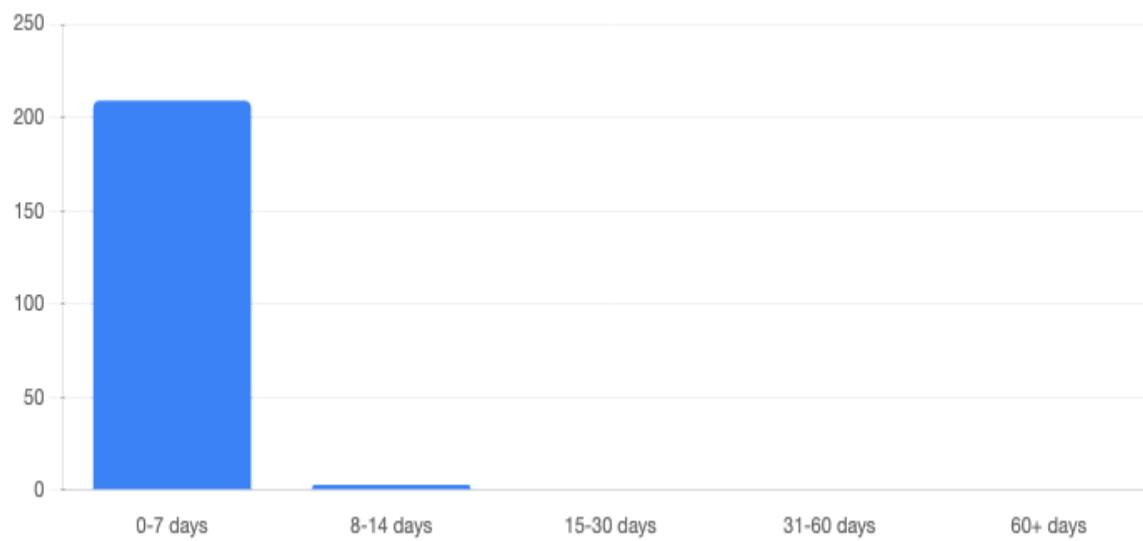
OPEN TASKS

26

ACTIVE PROJECTS

21

TEAM MEMBERS

📈 **Performance Metrics**

📊 Status Distribution
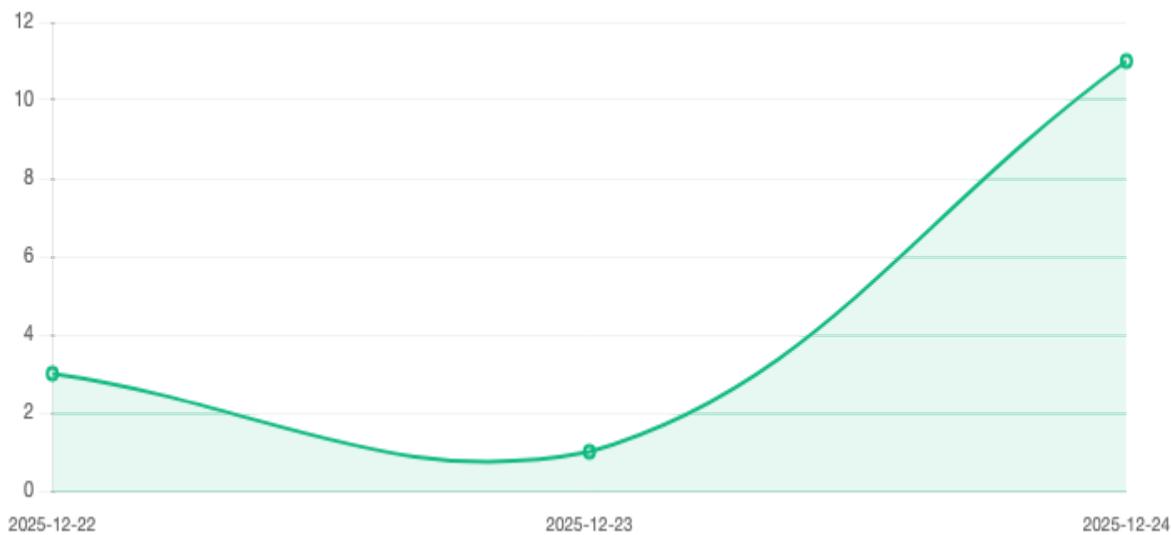

Pending   Complete   In Progress

⏰ Task Aging Analysis

📉 Throughput Trend

👥 Team Workload Distribution

💡 Key Insights & Recommendations

💡 Key Insights

→ 218 tasks were created, while only 15 tasks were completed, leading to a total of 212 open tasks.

→ The average cycle time and lead time are both 0.7 days, indicating efficient processing for completed tasks, but this is overshadowed by the volume of open and overdue tasks.

→ 59 tasks are currently overdue, with the oldest task, '01–PRELIMINARY SANITARY REPORT (2024-19 Janaki Garden Hotel & Resort)', being open for 8 days.

⚠️ Risks & Blockers

→ The high number of overdue tasks (59) poses a significant risk to project timelines and deliverables.

→ The imbalance in workload distribution, with DC06 having 60 tasks compared to others with only 1 task each, could lead to bottlenecks and burnout.

✅ Recommendations

→ Prioritize addressing the 59 overdue tasks, starting with the oldest ones, to mitigate further delays.

→ Redistribute workload from heavily loaded resources like DC06 (60 tasks) to underutilized resources such as DC09, DC05, DC23, DC13, and DC11 (1 task each) to improve overall efficiency.

🔮 Outlook

→ Without intervention, the number of open and overdue tasks is likely to continue increasing, potentially impacting project milestones.

→ Expect continued pressure on resources with high workloads unless redistribution strategies are implemented.

🏗️ Project Breakdown

2025-09 Binod Gyawali Residence, Chahabil

1	12	2
COMPLETED	OPEN	OVERDUE

2024-19 Janaki Garden Hotel & Resort

1	109	4
COMPLETED	OPEN	OVERDUE

2021-19 Kathmandu International Hospital

0	17	7
COMPLETED	OPEN	OVERDUE

2020-12 Barahi, Sedi

1	0	0
COMPLETED	OPEN	OVERDUE

2025-07 DMR Agro Resort

6	2	0
COMPLETED	OPEN	OVERDUE

2022-09 RR International Hospital

0	1	1
COMPLETED	OPEN	OVERDUE

2025-12 Shashi Satyal Commercial Building

0	17	12
COMPLETED	OPEN	OVERDUE

2024-23 Bharat Chhaher, Ahmedabad

0	3	3
COMPLETED	OPEN	OVERDUE

2024-08 Watford Hotel Management

1 COMPLETED   **8** OPEN   **4** OVERDUE

2021-19 Kathmandu International Hospital (Extension)

0 COMPLETED   **3** OPEN   **3** OVERDUE

2023-04 Club Chaulani, Dhangadi

0 COMPLETED   **7** OPEN   **5** OVERDUE

2020-04 Pathibhara Cable Car

1 COMPLETED   **9** OPEN   **9** OVERDUE

2024-15 Chandragiri Hills (Banquet Hall)

0	1	0
COMPLETED	OPEN	OVERDUE

2024-15 Chandragiri Hills (Station)

2	2	0
COMPLETED	OPEN	OVERDUE

2025-01 Budhanilkantha Forest Hills

2	2	2
COMPLETED	OPEN	OVERDUE

2023-06 Lord Plaza Pvt. Ltd

0	1	1
COMPLETED	OPEN	OVERDUE

2024-14 Selene Hospitality, Solukhumbhu

0	4	1
COMPLETED	OPEN	OVERDUE

2023-01 Kalpana Khatri Niraula Residence

0	1	0
COMPLETED	OPEN	OVERDUE

2023-09 Lumbini Palace Resort- Annex

1	1	1
COMPLETED	OPEN	OVERDUE

2019-07 NIMB Bank

0	1	1
COMPLETED	OPEN	OVERDUE

2023-09 Lumbini Palace Resort

0	**5**	**0**
COMPLETED	OPEN	OVERDUE

2020-14 Atithi Suites

1	**0**	**0**
COMPLETED	OPEN	OVERDUE

2024-24 Hotel Kingsbury, Biratnagar

0	**1**	**0**
COMPLETED	OPEN	OVERDUE

2024-18 Dhulikhel Mountain Resort

1	**0**	**0**
COMPLETED	OPEN	OVERDUE

2025-03 Hotel The Kingsbury, Jhapa

0	**1**	**0**
COMPLETED	OPEN	OVERDUE

2025-06 Annapurna Vista, Simara

0	**1**	**1**
COMPLETED	OPEN	OVERDUE

⏰ Top Aging Tasks (Across All Projects)

TASK	PROJECT	STATUS	PRIORITY	DAYS OPEN	ASSIGNEES
01-PRELIMINARY SANITARY REPORT **OVERDUE**	2024-19 Janaki Garden Hotel & Resort	Complete	High	8	Drishty Shyama Ranjit
Preliminary - Views	2025-09 Binod Gyawali Residence, Chahabil	Pending	Medium	8	Sachida Pradhan
Preliminary - Plans	2025-09 Binod Gyawali	In Progress	Medium	8	Sachida Pradhan

TASK	PROJECT	STATUS	PRIORITY	DAYS OPEN	ASSIGNEES
	Residence, Chahabil				
Preliminary - AR- South boundary wall: PLAN, ELEVATION, SECTIONS	2021-19 Kathmandu International Hospital	Pending	Medium	6	Alvira Shrestha
BOQ - Initial BOQ **OVERDUE**	2025-09 Binod Gyawali Residence, Chahabil	In Progress	Medium	6	Arjun Shah
Preliminary - Views **OVERDUE**	2025-12 Shashi Satyal Commercial Building	Complete	Low	6	Pallavi Koirala
Preliminary - Site plan **OVERDUE**	2025-12 Shashi Satyal Commercial Building	Pending	Medium	6	Pallavi Koirala
Preliminary - AR- South boundary wall: PLAN, ELEVATION, SECTIONS	2021-19 Kathmandu International Hospital	In Progress	Medium	6	Alvira Shrestha
Interior details **OVERDUE**	2024-23 Bharat Chhaher, Ahmedabad	Complete	Medium	6	Samriddhi Rajbhandari

TASK	PROJECT	STATUS	PRIORITY	DAYS OPEN	ASSIGNEES
Preliminary - Plans **OVERDUE**	2025-12 Shashi Satyal Commercial Building	Complete	Medium	6	Pallavi Koirala

🚨 Overdue Tasks Requiring Immediate Attention

TASK	PROJECT	STATUS	PRIORITY	DAYS OPEN	ASSIGNEES
01-PRELIMINARY SANITARY REPORT	2024-19 Janaki Garden Hotel & Resort	Complete	High	8	Drishty Shyama Ranjit
BOQ - Initial BOQ	2025-09 Binod Gyawali Residence, Chahabil	In Progress	Medium	6	Arjun Shah
Complete	2022-09 RR International Hospital	Pending	Medium	4	
Preliminary - Views	2025-12 Shashi Satyal Commercial Building	Complete	Low	6	Pallavi Koirala

TASK	PROJECT	STATUS	PRIORITY	DAYS OPEN	ASSIGNEES
Preliminary - Site plan	2025-12 Shashi Satyal Commercial Building	Pending	Medium	6	Pallavi Koirala
Interior details	2024-23 Bharat Chhaher, Ahmedabad	Complete	Medium	6	Samriddhi Rajbhandari
Preliminary - Plans	2025-12 Shashi Satyal Commercial Building	Complete	Medium	6	Pallavi Koirala
tent 3d development	2024-08 Watford Hotel Management	Complete	Medium	6	Tenzin zangbu
Preliminary - Views	2025-12 Shashi Satyal Commercial Building	Complete	Low	6	Pallavi Koirala
Preliminary - Sections	2025-12 Shashi Satyal Commercial Building	Pending	Medium	6	Pallavi Koirala

👥 Team Workload Analysis

TEAM MEMBER	COMPLETED	OPEN	OVERDUE	TOTAL LOAD	AVG CYCLE TIME
DC06	0	60	1	60	0 days
DC08	0	47	0	47	0 days
DC04	1	20	10	20	0 days
DC16	0	17	12	17	0 days
DC02	0	10	3	10	0 days
DC14	0	10	10	10	0 days
DC12	0	9	5	9	0 days
DC15	1	8	0	8	0 days
DC21	7	6	0	6	0 days
DC03	0	6	5	6	0 days
DC18	1	6	2	6	0 days
DC07	1	3	3	3	0 days
DC10	0	3	2	3	0 days
DC27	2	2	2	2	0 days
DC01	0	2	0	2	0 days

TEAM MEMBER	COMPLETED	OPEN	OVERDUE	TOTAL LOAD	AVG CYCLE TIME
DC22	0	2	2	2	0 days
DC09	1	1	1	1	0 days
DC05	0	1	1	1	0 days
DC23	1	1	1	1	0 days
DC13	1	1	0	1	0 days
DC11	2	1	0	1	0 days

ℹ️ **Data Quality Notes:**

- Comparison to prior period is limited to throughput, cycle time and overdue tasks as the only available data points.

- Bottleneck status shows 0 days across all statuses, which may indicate a data collection issue or lack of movement in these categories during the reporting period.