# Employee Status Report

## **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | Benito Esquenazi | Business Unit | IT Asset Management |
| Department | Finance |  |  |
| Report start date | May 1, 2019 |  | May 31, 2019 |

## **Items Worked on or assigned**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday – | Tuesday – | Wednesday – 5/1 | Thursday – 5/2 | Friday – 5/3 |
|  |  | 8 | 10.5 | 3 |
|  |  |  |  |  |
| Monday – 5/6 | **Tuesday – 5/7** | **Wednesday – 5/8** | **Thursday – 5/9** | **Friday – 5/10** |
| 4 | 6 | 8 | 6.5 | 4 |
|  |  |  |  |  |
| Monday – 5/13 | **Tuesday – 5/14** | **Wednesday – 5/15** | **Thursday – 5/16** | **Friday – 5/17** |
| 3 | 7 | 8 | 9.5 | 2 |
|  |  |  |  |  |
| Monday – 5/20 | **Tuesday – 5/21** | **Wednesday – 5/22** | **Thursday – 5/23** | **Friday – 5/24** |
| 9 | 2 | 2.5 | 7 | 3 |
|  |  |  |  |  |
| Sunday – 5/26 | **Tuesday – 5/28** | **Wednesday – 5/29** | **Thursday – 5/30** | **Friday – 5/31** |
| 6 | 5 | 6 | 10 | 2 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Short-term action items**

|  |  |  |
| --- | --- | --- |
| Action item | Due date | Status |
| Action items are being captured in the Project Workbook (excel) &  Workshop meeting minutes. | [Due date] |  |
| Compile Future State Business Requirements | [Due date] |  |
| Validate current state system design | [Due date] |  |
| Initiate future state system entity design |  |  |
| Incorporate current state process findings into process flows and future state considerations |  |  |
|  |  |  |
|  |  |  |

## **Long-term goals**

|  |  |  |
| --- | --- | --- |
| Goals | Due date | Progress |
|  | [Due date] |  |
|  | [Due date] |  |

## **Accomplishments**

## **Concerns**