# Employee Status Report

## **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | Tellek E Liberty | Business Unit | IT ECF |
| Department | Human Services and Public Health |  |  |
| Report start date | September 1, 2019 |  | September 6, 2019 |

## **Items Worked on or assigned**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 0 | 8 | 8 | 8 | 8 |
|  |  |  |  |  |

## **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**