**Work Accomplished Summary (Joshua Gardiner):**

* On-Going Assistance (enduring): Duties as knowledge management technician the Knowledge Management Cell (DSK) at Air Force Global Strike Command (AFGSC) at Barksdale Air Force Base (AFB), Louisiana, on contract FA6800-20-F-0001, Option Year Two.
* Assigned as Lead and developer for CI2 Dashboard project for the A1 directorate to automate continuous improvement processes that include tracking problem areas and improvements with counter measures for the A1 directorate.
* Presented CI2 Dashboard to A1 for demo and to receive feedback for final steps in development process on dashboard.
* Automated workflows with Power Automate on the CI2 Dashboard to update Managers and users for the approve/disapprove status on a process and what steps need completion.
* Planned new development assignments, or User Stories, for the 2 to 1 week development time periods, or Sprints for the CI2 Dashboard to organize the new features and additions and coordinate team members for which ones they will build into the dashboard.
* Add relevant data to dashboard and lists to make dashboard demo ready for next meeting with A1 managers to track CPI (Continuous Process Improvement).
* Added buttons for the various steps in process and activation flow based on when ready to move to next step to automate processes such as email notifications and to save time by reducing tedious and repetitive work for A1.
  + Steps include Improvement Criteria and Counter Measures.
  + Criteria for each button/step to submit Set Improvement target or Counter Measure target.
  + Activation flow has steps inactive until previous step in process is reviewed and approved by managers.
* ERA V2.0 was implemented to 52 CS (Communication Squadron) KM shop at Spangdahlem Air-force base to automate training for the base.
* Shared ERA V2.0 to the Web Technologies Lead at the DHA (Defense of Health Agency) to leverage for their Business Coordination Branch (BCB) Industry Day registration events as well as for the new standup site for Acquisition Demonstration (AcqDemo) and management for their own training registration.
  + It will save their team of at least 2 FTE’s 20+ hours of developing their own solution.
  + Provided help and instructions for easy setup
  + Communicated with DHA and planned new meeting to demo and discuss future development projects and tools that will be helpful for their whole agency and the greater Air-force.
  + Answered questions and gave feedback for development environment to developers with the DHA. This helped guide them on our development process that they can implement to improve their own.
* Started the creation of an online registration site for the career assistance advisor at Dyess Air-force base. This site will be an online registration site that will automate an AFI requirement process to save time for CAAs when creating courses (AFI 36-2670 2.5.1.3. Career assistance advisors will use a website or a locally devised process to register airmen for each course).
* Began collaboration for new Data analytics tools for shop to use on SPO NIPR and SP 2013 SIPR sites using ChartJs and Dattabase framework with TypeScript. These tools will be useful for creating Analytics based dashboards that the shop can use to format and display data in real time for AFGSC HQ leadership
* Planned for potential new development work for Strategic Calendar project in absence of the project’s developer while on TDY. This is to ensure that it will be demonstrable and deliverable on schedule if AFGSC HQ leadership require it. This project is going to be used as a tool for leadership to track appointments and events for the command.
* Organized and held virtual meeting and knowledge share with Defense Health Agency team to discuss current projects, AFGSC KM shop’s software development tooling, and the potential for cross-collaboration projects in the future between the DHA and Global Strike Command.

**Travel Forecast:**  None planned for February 2021 (coronavirus travel ban).

**Invoiced Labor for this month (including Contract Access Fee):** $XXX