**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.
* Completed and deployed the SharePoint app for automating mandatory pre and post deployment training for the Airman Family Readiness Center. Saved the Readiness NCO 500+ man hours because of this tool.
* Presented and taught over 70 UDM’s how to use the new Pre and Post-deployment SharePoint app for the Airman Family Readiness Center.
* Completed and shared ERA Version 2.0 SharePoint app for release Air force wide with the following improvements:
  + Faster load/run times.
  + Improved/customizable look and feel with branding that can be tailored by Managers to make the registration sites unique.
  + Options for Managers to register users and cancel events with automated email notifications, and to email reminders to all registered users.
  + New settings in addition to managers/members group include direct access to the Events list for the SharePoint savvy, and app settings that will update/refresh ERA when new changes occur.
  + Filter settings to display active, inactive, or all events.
* Assisted 7th Bomb Wing at Dyess air force base with SharePoint app to automate SERE training. One stop scheduling/training platform used by four MAJCOMs, two Wings, and eight flying squadrons for roughly 200 classes and 700 students annually.

* Supported and troubleshot the 16th AF for Annual SF82 training site with ERA Version 2.0 that is utilized by 1600+ users:
  + Corrected the setup of the production file.
  + Changed path in config file for correct logo image.
  + Walked through correct functionality and modifications made to app.
  + Ensured new events were creatable and registration was followed by automated email notifications.
* Was appointed lead and began A1 Continuous Process Improvement dashboard project to automate CPI requests for AFGSC.
* Created an AFGSC CSS PT site that will allow members to schedule their physical fitness tests and automated the process.
* Helped create DSK Internal Tracker for automating and tracking assignments and requests for AFGSC KM shop:
  + Met with KM Shop as part of the team to provide feedback on what data points were important to capture for tracking:
    - Status dropdown field to mark an issue as “In-Progress” or “Complete”
    - Date Completed field to run data analytics.
  + Assisted with PowerBI dashboard to run data analytics:
    - Created test dashboard to map out display choices best suited for report.
    - Gave feedback on dashboard design, format, and how to display results such as what type of charts or tables to use. I.E. Pie Charts for number of apps worked and bar charts for number of issues worked by team member.
* Continuous improvement of ERA (Event Registration Application) Version 2.0:
  + Adjusted “View Attachments” feature to display results only when files are uploaded.
  + Added code to disable options when supposed to be displayed and not just grayed out. I.E. when Manage Waitlist was grayed out, a user could not click on it and see the dialog box accompanying it.
  + Adjusted code and config.json file options to give user more options such as hiding header, reset logo to a new image, etc.
  + Removed description field from table due to being redundant information and to improve the UI/UX.

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

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