

Your Area-- Status Report Template

Name

Week Ending xx/xx/xxxx

Issues or Concerns (FYI or Action)

- Up to three items per section. May leave a section blank—no issues to report this week, for example.
- For issues or concerns—if the person reporting status wants the manager to take action, this should be specifically noted.
- Otherwise, it is assumed as FYI for the manager and that the individual will resolve the issue

Accomplishments/Progress

- Accomplishments or progress on work activities/projects
- These are project milestones, activity completions, or significant work activity chunks.
- e.g., interviewed a tutor candidate, hired three tutors, completed testing the new software, processed x number of items/people, completed a report requested by the dean, developed a handout for the math lab, developed a new workshop, conducted a workshop, submitted a proposal for project x, etc.

Next Week

- The things the person reporting status anticipates being able to accomplish by the end of the next reporting period.
- Same type of items as in the section above.
- These should show up on the accomplishments section in the next week's report

Math/Science Center – Status Report

xxxxxxx

Week Ending xx/xx/xxxx

Issues or Concerns (FYI or Action)

Accomplishments/Progress for the past week

- Faculty Appreciation Breakfast for faculty who volunteer in the LTC
- 2 Logarithm workshops at the Alpharetta LTC (total of 8 students attended)
- Solved the mystery of why student classes were not showing up when they logged into TutorTrac (OIT had changed the semester designations too early)

Projected Activities for next week

- Send out Last Week Schedule to tutors
- Begin Spring Tutor Schedule plan
- Prepare for TEAS workshops (to be held next week)

Ongoing Projects

- Re-write Chart Maker to handle Math vs. Chemistry room coverage automatically
- Review the handouts available on our website and create new ones.
- Approve ADP payroll every other week and submit adjunct additional pay forms every month