

## WORK FROM HOME PROGRESS REPORT

Dropdown menu for employee name.

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## WORK FROM HOME PROGRESS REPORT

| STATUS OVERVIEW |   |
|-----------------|---|
| Completed       | 3 |
| In Progress     | 5 |
| Overdue         | 2 |
| Not Started     | 3 |

  

| Employee Name (ID) | Employee ID | Department             | Task                                 | Assigned Date | Due Date    | Status (ID) | Notes                                                                     |
|--------------------|-------------|------------------------|--------------------------------------|---------------|-------------|-------------|---------------------------------------------------------------------------|
| Alice Smith        | 001         | HR                     | Onboarding - New Hire                | 15 Jan 2024   | 20 Jan 2024 | Completed   | Employee performed exceptionally well during onboarding.                  |
| Bob Smith          | 002         | Marketing              | Develop Social Media Strategy        | 22 Jan 2024   | 28 Jan 2024 | In Progress | Initiative is well ahead of the final presentation.                       |
| Charlie Johnson    | 003         | IT                     | System Upgrade and Maintenance       | 28 Jan 2024   | 30 Jan 2024 | In Progress | Minor issues have been reported but are being resolved.                   |
| Diana White        | 004         | Finance                | Quarterly Financial Report           | 5 Feb 2024    | 10 Feb 2024 | Overdue     | Report is being strategized and the department is working to complete it. |
| Eve Davis          | 005         | HR                     | Employee Training Program            | 12 Feb 2024   | 20 Feb 2024 | In Progress | Work ongoing, a delay in preparation.                                     |
| Frank Lee          | 006         | Operations             | Streamline Logistics Process         | 20 Jan 2024   | 25 Jan 2024 | Not Started | Waiting on external stakeholders.                                         |
| Grace Kim          | 007         | Customer Support       | Customer Satisfaction Survey         | 25 Jan 2024   | 27 Jan 2024 | In Progress | Survey forms being distributed.                                           |
| Henry Brown        | 008         | Research & Development | New Product Development - Research   | 8 Feb 2024    | 15 Feb 2024 | In Progress | Research progress is on track.                                            |
| Ivy Green          | 009         | Administration         | Office Space Renovation              | 18 Jan 2024   | 20 Jan 2024 | Completed   | Employee reports excellent new workspace.                                 |
| Jack Hall          | 010         | Legal                  | Contract Review and Compliance Audit | 22 Feb 2024   | 27 Feb 2024 | Not Started | Waiting for a final sign-off.                                             |

# Financial From Home Report Work

**M Mark**



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