



From:

Period End Date:

ACTIVITIES COMPLETED THIS WEEK	
Completed Deliverables (list all):	

ACTIVITIES IN PROGRESS	NEXT ACTION	ANTICIPATED DUE DATE

ACTIVITIES TO BE STARTED NEXT WEEK	

All professional and classified staff employees are required to complete this form on a weekly basis (Monday – Friday) and submit the form to your supervisor at the end of the week. Supervisors will retain such records for College audit purposes. Questions regarding this process can be referred to your supervisor or OHR at humanresources@delhi.edu