

HR WORK SCHEDULE CALENDAR TEMPLATE

This HR work schedule template streamlines employee scheduling for efficient workforce management.

YOUR
LOGO

HR WORK SCHEDULE CALENDAR

Month:

January

Year:

2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
					Project Kickoff Meeting	Requirements Gathering
7	8	9	10	11	12	13
Preliminary Design				Stakeholder Review		
14	15	16	17	18	19	20
Development Phase			Quality Assurance Testing	User Acceptance Testing	Final Documentation	Project Review and Closure
21	22	23	24	25	26	27
			Marketing Campaign Planning	Product Development	Customer Feedback Survey	Sales Training
28	29	30	31			
IT System Upgrade						

Activity Tally

TO DO	IN PROGRESS	COMPLETED
05	04	05

TO DO

7-Jan-2024 : Preliminary Design

19-Jan-2024 : Final Documentation

20-Jan-2024 : Project Review and Closure

25-Jan-2024 : Product Development

27-Jan-2024 : Sales Training

IN PROGRESS

5-Jan-2024 : Project Kickoff Meeting

11-Jan-2024 : Stakeholder Review

17-Jan-2024 : Quality Assurance Testing

26-Jan-2024 : Customer Feedback Survey

COMPLETED

6-Jan-2024 : Requirements Gathering

14-Jan-2024 : Development Phase

18-Jan-2024 : User Acceptance Testing

24-Jan-2024 : Marketing Campaign Planning

28-Jan-2024 : IT System Upgrade

Today's Activity

January 26, 2024

Customer Feedback Survey

