

Weekly work plan summary sheet

Number of work	Had finished	Had not finished	Finishing rate
11	9	2	81.82%

Order	Work content	Duty officer	Executive department	Assistance department	Finishing situation	Unfinished reason	Solution	Remarks
1	Task 1	Zhang san	Office	Sale department	√			
2	Task 2	Li si	Accounting department	Office	×	Material unqualified	Speed up the progress and approval	
3					√			
4					√			
5					√			
6					√			
7					√			
8					√			
9					√			
10					×			
11					√			
12					√			
13					√			
14					×			
15					√			