

SHIFT PROGRESS CHART

Department: Operations - Q3 Week 12

Completion: 65%
Date Range: Oct 01 - Oct 07

| DATE | EMPLOYEE | SHIFT TYPE | TASKS / PROGRESS | STATUS |
|-------------|-------------|------------|----------------------------------|-------------|
| Oct 01, Mon | Alex Rivera | Morning | Inventory Audit, Log Entry | Completed |
| Oct 02, Tue | Sarah Chen | Evening | Client Reporting, System Backup | Completed |
| Oct 03, Wed | Jordan Smit | Night | Security Sweep, Batch Processing | In Progress |
| Oct 04, Thu | Alex Rivera | Morning | Maintenance Check | Pending |
| Oct 05, Fri | Sarah Chen | Evening | Weekly Wrap-up | Pending |

Supervisor Signature

Date Signed