

Name: _____
 Position: _____
 Covered Period: _____



INDIVIDUAL DASHBOARD

TASKS & COST MANAGEMENT

Activities	Budget	Mon	Tue	Wed	Thu	Fri	Cost	Notes

Actual Amt. received from Finance = \$

Actual Cost During the week = \$

Planned Work – Brief

Complied Against Planning

Verification Note

Employee Sign.

Supervisor Sign.

Exe. Finance sign.