

# Status Tracking Recommendation Matrix

Item No.	Recommendation	Responsible Party	Status	Deadline	Comments / Next Steps
1	Update internal policy documents to align with new regulations	Policy Team	In Progress	2024-07-15	First draft completed; under review by legal team
2	Schedule training session for all staff on revised policies	HR Department	Not Started	2024-08-01	Will begin after policy document is finalized
3	Implement two-factor authentication for system access	IT Department	Completed	2024-06-01	All staff accounts updated as of 2024-06-01
4	Conduct quarterly compliance audit checks	Compliance Team	Ongoing	Quarterly	Next audit scheduled for 2024-09-10

## Important Notes

- This matrix should be updated regularly to accurately reflect progress and status.
- Clear assignment of responsibilities ensures accountability.
- Status definitions (e.g., Not Started, In Progress, Completed, Ongoing) should be consistent.
- Comments/Next Steps provide context for stakeholders and help track follow-up actions.
- Set realistic deadlines and update them as project timelines evolve.