

Performance-focused Department Activity Report

Department: _____
Report Period: _____
Prepared by: _____
Date: _____

1. Key Objectives

- Objective 1: _____
- Objective 2: _____
- Objective 3: _____

2. Activity Summary & Performance Metrics

Activity	Target	Actual	Status	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Achievements & Highlights

- _____
- _____
- _____

4. Challenges & Solutions

Challenge	Impact	Solution/Action Taken
_____	_____	_____
_____	_____	_____

5. Next Steps/Action Plan

1. _____
2. _____
3. _____

Important Notes:

- This report should focus on measurable results and progress towards departmental objectives.
- Be concise, objective, and use data or KPIs where possible.
- Document both achievements and challenges to support transparency and learning.
- Action plans should be specific and assigned where relevant.
- Regular review and submission of this report supports continuous improvement.