

# Weekly Output Planning Sheet

Team / Department: \_\_\_\_\_

Week: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Prepared By: \_\_\_\_\_

#	Output / Task	Person Responsible	Target Completion Date	Status	Remarks / Next Steps
1	Prepare weekly sales report	Jane Doe	06/10/2024	In Progress	Collecting data from branches
2	Finalize Q2 marketing plan	John Smith	06/12/2024	Not Started	Awaiting feedback
3	Update website homepage	Alex Lee	06/14/2024	In Progress	Design review scheduled
4	Conduct team training session	Mia Tran	06/13/2024	Completed	Well received by team
5	Submit monthly expense sheet	Samuel Kim	06/15/2024	Not Started	-

## Important Notes:

- This sheet should be updated at the beginning of every week.
- Clearly assign responsibilities to ensure accountability.
- Status and remarks should be updated regularly to track progress.
- Use this document to communicate expectations and deadlines.
- Keep records for future reference and continuous improvement.