

Compliance Task Follow-up Sheet

Document Info

Prepared by	Jane Doe	Date	2024-06-05
Department	Compliance		

Task Follow-up List

Task Description	Assigned To	Due Date	Status	Comments
Update Policy Handbook	Alex Smith	2024-06-10	In Progress	Awaiting management review
Annual Staff Training	Rita Clifton	2024-06-15	Pending	Schedule to be confirmed
Data Security Audit	Ben Lewis	2024-06-20	Completed	Report submitted on 2024-06-01
Vendor Compliance Confirmation	Linda Jo	2024-06-12	In Progress	Follow-up email sent

Notes

- This document should be updated regularly to reflect task progress and changes.
- Status updates must be accurate for compliance tracking and audits.
- Ensure all deadlines are realistic and follow-up is timely.
- Retain past versions as part of your compliance documentation record.
- Share the latest sheet with all relevant stakeholders.