

Procurement Monitoring Report as of month/day/year

Project ID	Project Name	Project Manager	Status	Start Date	End Date	Budget (USD)	Actual Cost (USD)	Variance (USD)	ROI (%)	Risk Level	Compliance Score	Financial Performance				Operational Efficiency		Customer Satisfaction	Overall Rating
												Revenue (USD)	Profit (USD)	Net Income (USD)	EBITDA (USD)	Throughput (Units)	Defect Rate (%)		
001	Project Alpha	John Doe	Completed	2023-01-01	2023-03-31	1000000	950000	50000	15%	Low	95	1200000	100000	1100000	100000	90	4.5	98%	Excellent
002	Project Beta	Jane Smith	In Progress	2023-04-01	2023-06-30	800000	780000	20000	8%	Medium	85	900000	80000	820000	80000	88	4.2	95%	Good
003	Project Gamma	Mike Johnson	On Hold	2023-07-01	2023-09-30	600000	620000	-20000	-3%	High	70	700000	100000	600000	100000	75	3.8	90%	Fair
004	Project Delta	Sarah Lee	Completed	2023-10-01	2023-12-31	900000	880000	20000	10%	Low	90	1000000	120000	880000	120000	92	4.6	99%	Excellent
005	Project Epsilon	David Kim	In Progress	2024-01-01	2024-03-31	700000	680000	20000	7%	Medium	80	750000	70000	680000	70000	85	4.1	92%	Good
006	Project Zeta	Emily White	On Hold	2024-04-01	2024-06-30	500000	520000	-20000	-4%	High	60	600000	80000	500000	80000	65	3.5	85%	Fair
007	Project Eta	Chris Brown	Completed	2024-07-01	2024-09-30	850000	830000	20000	9%	Low	88	950000	110000	830000	110000	90	4.4	97%	Excellent
008	Project Theta	Alex Green	In Progress	2024-10-01	2024-12-31	750000	730000	20000	6%	Medium	78	800000	75000	730000	75000	82	4.0	91%	Good
009	Project Iota	Mia Black	On Hold	2025-01-01	2025-03-31	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
010	Project Kappa	Noah Grey	Completed	2025-04-01	2025-06-30	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
011	Project Lambda	Olivia Blue	In Progress	2025-07-01	2025-09-30	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
012	Project Mu	Liam Red	On Hold	2025-10-01	2025-12-31	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
013	Project Nu	Ava Purple	Completed	2026-01-01	2026-03-31	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
014	Project Xi	Ethan Yellow	In Progress	2026-04-01	2026-06-30	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
015	Project Omicron	Sophia Pink	On Hold	2026-07-01	2026-09-30	650000	670000	-20000	-3%	High	58	750000	90000	650000	90000	62	3.4	85%	Fair
016	Project Pi	Lucas Orange	Completed	2026-10-01	2026-12-31	900000	880000	20000	10%	Low	88	950000	110000	880000	110000	90	4.4	97%	Excellent
017	Project Rho	Isabella Teal	In Progress	2027-01-01	2027-03-31	800000	780000	20000	7%	Medium	80	850000	80000	780000	80000	84	4.2	93%	Good
018	Project Sigma	Benjamin Light Blue	On Hold	2027-04-01	2027-06-30	700000	720000	-20000	-3%	High	60	800000	100000	700000	100000	65	3.5	88%	Fair
019	Project Tau	Charlotte Dark Blue	Completed	2027-07-01	2027-09-30	600000	580000	20000	8%	Low	78	650000	60000	580000	60000	80	4.0	92%	Good
020	Project Upsilon	James Light Green	In Progress	2027-10-01	2027-12-31	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
021	Project Phi	Aria Dark Green	On Hold	2028-01-01	2028-03-31	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
022	Project Chi	Lucas Light Blue	Completed	2028-04-01	2028-06-30	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
023	Project Psi	Isabella Dark Blue	In Progress	2028-07-01	2028-09-30	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
024	Project Omega	Benjamin Light Green	On Hold	2028-10-01	2028-12-31	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
025	Project A	Charlotte Dark Blue	Completed	2029-01-01	2029-03-31	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
026	Project B	James Light Green	In Progress	2029-04-01	2029-06-30	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
027	Project C	Aria Dark Green	On Hold	2029-07-01	2029-09-30	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
028	Project D	Lucas Light Blue	Completed	2029-10-01	2029-12-31	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
029	Project E	Isabella Dark Blue	In Progress	2030-01-01	2030-03-31	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
030	Project F	Benjamin Light Green	On Hold	2030-04-01	2030-06-30	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
031	Project G	Charlotte Dark Blue	Completed	2030-07-01	2030-09-30	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
032	Project H	James Light Green	In Progress	2030-10-01	2030-12-31	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
033	Project I	Aria Dark Green	On Hold	2031-01-01	2031-03-31	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
034	Project J	Lucas Light Blue	Completed	2031-04-01	2031-06-30	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
035	Project K	Isabella Dark Blue	In Progress	2031-07-01	2031-09-30	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
036	Project L	Benjamin Light Green	On Hold	2031-10-01	2031-12-31	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
037	Project M	Charlotte Dark Blue	Completed	2032-01-01	2032-03-31	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
038	Project N	James Light Green	In Progress	2032-04-01	2032-06-30	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
039	Project O	Aria Dark Green	On Hold	2032-07-01	2032-09-30	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
040	Project P	Lucas Light Blue	Completed	2032-10-01	2032-12-31	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
041	Project Q	Isabella Dark Blue	In Progress	2033-01-01	2033-03-31	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
042	Project R	Benjamin Light Green	On Hold	2033-04-01	2033-06-30	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
043	Project S	Charlotte Dark Blue	Completed	2033-07-01	2033-09-30	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
044	Project T	James Light Green	In Progress	2033-10-01	2033-12-31	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good
045	Project U	Aria Dark Green	On Hold	2034-01-01	2034-03-31	650000	670000	-20000	-3%	High	55	750000	90000	650000	90000	60	3.3	80%	Fair
046	Project V	Lucas Light Blue	Completed	2034-04-01	2034-06-30	950000	920000	30000	12%	Low	93	1050000	130000	920000	130000	95	4.7	99%	Excellent
047	Project W	Isabella Dark Blue	In Progress	2034-07-01	2034-09-30	800000	780000	20000	7%	Medium	82	850000	80000	780000	80000	86	4.3	94%	Good
048	Project X	Benjamin Light Green	On Hold	2034-10-01	2034-12-31	700000	720000	-20000	-3%	High	65	800000	100000	700000	100000	70	3.6	88%	Fair
049	Project Y	Charlotte Dark Blue	Completed	2035-01-01	2035-03-31	600000	580000	20000	8%	Low	80	650000	60000	580000	60000	82	4.0	93%	Good
050	Project Z	James Light Green	In Progress	2035-04-01	2035-06-30	750000	730000	20000	6%	Medium	75	800000	75000	730000	75000	78	3.9	90%	Good

ONGOING RECURRING ACTIVITIES										2023-2024 Budgetary Projections and Notes									
Activity Name	Frequency	Start Date	End Date	Duration	Category	Priority	Responsible Party	Status	Notes	Start Date	End Date	Duration	Category	Priority	Responsible Party	Status	Notes		
Quarterly Financial Review	Quarterly	2023-01-01	2023-12-31	12 Months	Finance	High	John Doe	Active	Review quarterly financial statements and budgets.	2023-01-01	2023-12-31	12 Months	Finance	High	John Doe	Active	Review quarterly financial statements and budgets.		
Monthly Sales Report	Monthly	2023-01-01	2023-12-31	12 Months	Sales	Medium	Jane Smith	Active	Generate monthly sales reports for all regions.	2023-01-01	2023-12-31	12 Months	Sales	Medium	Jane Smith	Active	Generate monthly sales reports for all regions.		
Weekly Team Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Operations	Low	Mike Johnson	Active	Weekly team meeting to discuss project progress.	2023-01-01	2023-12-31	12 Months	Operations	Low	Mike Johnson	Active	Weekly team meeting to discuss project progress.		
Annual Performance Review	Annual	2023-12-01	2023-12-31	1 Month	HR	High	Sarah Lee	Active	Conduct annual performance reviews for all employees.	2023-12-01	2023-12-31	1 Month	HR	High	Sarah Lee	Active	Conduct annual performance reviews for all employees.		
Quarterly Marketing Campaign	Quarterly	2023-03-01	2023-09-30	7 Months	Marketing	Medium	David Kim	Active	Launch quarterly marketing campaigns for new products.	2023-03-01	2023-09-30	7 Months	Marketing	Medium	David Kim	Active	Launch quarterly marketing campaigns for new products.		
Monthly Inventory Check	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Emily White	Active	Perform monthly inventory checks for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Emily White	Active	Perform monthly inventory checks for all warehouses.		
Weekly Customer Feedback	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys.		
Quarterly Compliance Audit	Quarterly	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Conduct quarterly compliance audits for all departments.	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Conduct quarterly compliance audits for all departments.		
Monthly IT Support Request	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Olivia Black	Active	Process monthly IT support requests for all users.	2023-01-01	2023-12-31	12 Months	IT	Low	Olivia Black	Active	Process monthly IT support requests for all users.		
Weekly Project Status Update	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide weekly project status updates to stakeholders.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide weekly project status updates to stakeholders.		
Quarterly Training Session	Quarterly	2023-04-01	2023-10-31	7 Months	HR	Medium	Mia Blue	Active	Conduct quarterly training sessions for new hires.	2023-04-01	2023-10-31	7 Months	HR	Medium	Mia Blue	Active	Conduct quarterly training sessions for new hires.		
Monthly Security Check	Monthly	2023-01-01	2023-12-31	12 Months	Security	High	Noah Red	Active	Perform monthly security checks on all systems.	2023-01-01	2023-12-31	12 Months	Security	High	Noah Red	Active	Perform monthly security checks on all systems.		
Weekly Quality Assurance	Weekly	2023-01-01	2023-12-31	12 Months	Quality Control	Medium	Ava Purple	Active	Conduct weekly quality assurance checks on all products.	2023-01-01	2023-12-31	12 Months	Quality Control	Medium	Ava Purple	Active	Conduct weekly quality assurance checks on all products.		
Quarterly Vendor Review	Quarterly	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.		
Monthly Data Backup	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Perform monthly data backups for all databases.	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Perform monthly data backups for all databases.		
Weekly Customer Support	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support via chat and email.	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support via chat and email.		
Quarterly System Upgrade	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Implement quarterly system upgrades for all software.	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Implement quarterly system upgrades for all software.		
Monthly Financial Forecast	Monthly	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Generate monthly financial forecasts for all departments.	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Generate monthly financial forecasts for all departments.		
Weekly Project Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project meetings for all active projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project meetings for all active projects.		
Quarterly Compliance Training	Quarterly	2023-03-01	2023-09-30	7 Months	HR	High	Caleb Ruby	Active	Conduct quarterly compliance training for all employees.	2023-03-01	2023-09-30	7 Months	HR	High	Caleb Ruby	Active	Conduct quarterly compliance training for all employees.		
Monthly Inventory Reconciliation	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory reconciliation for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory reconciliation for all warehouses.		
Weekly Customer Feedback Analysis	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Analyze weekly customer feedback for trends and insights.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Analyze weekly customer feedback for trends and insights.		
Quarterly System Security Audit	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Conduct quarterly system security audits for all servers.	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Conduct quarterly system security audits for all servers.		
Monthly Project Status Report	Monthly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Generate monthly project status reports for all projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Generate monthly project status reports for all projects.		
Weekly Team Training Session	Weekly	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.		
Quarterly Vendor Performance Review	Quarterly	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.		
Monthly Data Backup Verification	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.		
Weekly Customer Support Training	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.		
Quarterly System Performance Review	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.		
Monthly Financial Statement Review	Monthly	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.		
Weekly Project Status Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.		
Quarterly Compliance Audit Review	Quarterly	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.		
Monthly Inventory Audit	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.		
Weekly Customer Feedback Collection	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.		
Quarterly System Security Patching	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.		
Monthly Project Status Update	Monthly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.		
Weekly Team Training Session	Weekly	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.		
Quarterly Vendor Performance Review	Quarterly	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.		
Monthly Data Backup Verification	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.		
Weekly Customer Support Training	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.		
Quarterly System Performance Review	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.		
Monthly Financial Statement Review	Monthly	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.		
Weekly Project Status Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.		
Quarterly Compliance Audit Review	Quarterly	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.		
Monthly Inventory Audit	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.		
Weekly Customer Feedback Collection	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.		
Quarterly System Security Patching	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.		
Monthly Project Status Update	Monthly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.		
Weekly Team Training Session	Weekly	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.		
Quarterly Vendor Performance Review	Quarterly	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.		
Monthly Data Backup Verification	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.		
Weekly Customer Support Training	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.		
Quarterly System Performance Review	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.		
Monthly Financial Statement Review	Monthly	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.		
Weekly Project Status Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.		
Quarterly Compliance Audit Review	Quarterly	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.		
Monthly Inventory Audit	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.		
Weekly Customer Feedback Collection	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.		
Quarterly System Security Patching	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.		
Monthly Project Status Update	Monthly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Benjamin Grey	Active	Provide monthly project status updates to stakeholders.		
Weekly Team Training Session	Weekly	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.	2023-01-01	2023-12-31	12 Months	HR	Medium	Mia Blue	Active	Conduct weekly team training sessions for all employees.		
Quarterly Vendor Performance Review	Quarterly	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.	2023-03-01	2023-09-30	7 Months	Procurement	Medium	Liam Gold	Active	Review quarterly vendor performance and costs.		
Monthly Data Backup Verification	Monthly	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.	2023-01-01	2023-12-31	12 Months	IT	Low	Isabella Silver	Active	Verify monthly data backup integrity for all databases.		
Weekly Customer Support Training	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.	2023-01-01	2023-12-31	12 Months	Customer Service	Low	Ethan Bronze	Active	Provide weekly customer support training for all staff.		
Quarterly System Performance Review	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.	2023-06-01	2023-09-30	4 Months	IT	High	Sophia Platinum	Active	Review quarterly system performance and optimize.		
Monthly Financial Statement Review	Monthly	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.	2023-01-01	2023-12-31	12 Months	Finance	Medium	Lucas Diamond	Active	Review monthly financial statements and budgets.		
Weekly Project Status Meeting	Weekly	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.	2023-01-01	2023-12-31	12 Months	Project Management	Medium	Aria Sapphire	Active	Conduct weekly project status meetings for all projects.		
Quarterly Compliance Audit Review	Quarterly	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.	2023-06-01	2023-09-30	4 Months	Legal	High	Alex Green	Active	Review quarterly compliance audit findings and actions.		
Monthly Inventory Audit	Monthly	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.	2023-01-01	2023-12-31	12 Months	Logistics	Low	Olivia Black	Active	Perform monthly inventory audits for all warehouses.		
Weekly Customer Feedback Collection	Weekly	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.	2023-01-01	2023-12-31	12 Months	Customer Service	Medium	Chris Brown	Active	Collect weekly customer feedback via surveys and reviews.		
Quarterly System Security Patching	Quarterly	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.	2023-06-01	2023-09-30	4 Months	IT	High	Alex Green	Active	Apply quarterly system security patches for all servers.		
Monthly Project Status Update	Monthly	2023-01-01	2023-12-31	12 Months	Project														

Procurement Monitoring Report as of month/day/year

[illegible]

Prepared by:

Recommended for Approval by:

APPROVED:

ENGR. HERMIL B. CONTRIVERA
Head of the Procuring Entity

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Head of the Procuring Entity