



Task Completion Report

02.14.2004

DC Design & Consulting, Inc.

Task Performance

Tasks Completed On-time:

<u>Due</u>	<u>Completed</u>	<u>Task</u>
8/7/2003	8/7/2003	Monthly - Review off-site storage procedures
8/7/2003	8/7/2003	Monthly - Review off-site storage procedures
8/7/2003	8/7/2003	Monthly - Review off-site storage procedures

Tasks Completed Late:

<u>Due</u>	<u>Completed</u>	<u>Task</u>
8/7/2003	8/7/2003	Monthly - Review off-site storage procedures
8/7/2003	8/7/2003	Monthly - Review off-site storage procedures

Tasks Overdue (not completed):

<u>Due</u>	<u>Task</u>
8/7/2003	Monthly - Review off-site storage procedures
8/7/2003	Monthly - Password maintenance
8/7/2003	Monthly - Run security scans (MBSA) on Server and Workstations

Pending Tasks (not due):

<u>Due</u>	<u>Task</u>
8/7/2003	Monthly - Review off-site storage procedures
8/7/2003	Monthly - Review NTFS ACLs

The DenaliTEK Difference

2525 Blueberry Road, Ste. 203
Anchorage, AK 99503
907-349-1550

Denalitek's Task Reporting is designed as both an accountability measure and a planning tool. The information is recorded on-site by technicians as tasks are addressed and completed. Reports are generated and delivered to clients on a monthly basis.



Task Completion Report

02.14.2004

Journal Entries

01/20/2004

Takeshi Morgan

System Administration

Downloaded and installed updates

Troubleshoot Network card issues

Downloaded and installed updates

Troubleshoot Network card issues

Downloaded and installed updates

Troubleshoot Network card issues

The DenaliTEK Difference

2525 Blueberry Road, Ste. 203
Anchorage, AK 99503
907-349-1550