

VA Dashboard

Date:

[day of week]

[date], 2019

For [Client Name]



Time Spent:

[_____] hours

Assigned Tasks

Completed: [_____] %

%

Remaining Tasks*:

[_____]%

*See **Open Items**



Items Completed:

- **[Task 1]:**
 - [Work actually completed]
 - [additional notes]
- **[Task 2]:**
 - [Work actually completed]
- **Miscellaneous:**
 - [Work actually completed]
- **Task 4:**
 - [Work actually completed]
- **Task 5:**
 - [Work actually completed]
- **Task 6:**
 - [Work actually completed]

Open Items:

- [Open item 1]: [Explanation of why open and estimated completion date]
- [Open item 2]: [Explanation of why open and estimated completion date]
- [Open item 3]: [Explanation of why open and estimated completion date]