

First 60 Days

VA DEVELOPMENT - WEEKLY TARGET MONITORING

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

WEEK 1

- 1.
- 2.
- 3.
- 4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES AND
FEEDBACK**

- 1.
- 2.
- 3.
- 4.

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

WEEK 2

- 1.
- 2.
- 3.
- 4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**NOTES AND
FEEDBACK**

- 1.
- 2.
- 3.
- 4.

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WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

WEEK 3

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**NOTES AND
FEEDBACK**

1.

2.

3.

4.

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

WEEK 4

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**NOTES AND
FEEDBACK**

1.

2.

3.

4.