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		Completed By: Sean Brophy & Graham Battersby	Date Range: 24-Nov 21-Dec		Date Updated: 1/12/2025	Week Commencing: 1/12/2025	49	update	update	<div><div>D</div>D - Planned Works (Day Shift)</div>														<div><div>1</div>1 - Works Delayed (Permit / Access Issue)</div>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

Step 1: Input "Week Commencing" date in cell C10 at the beginning of each new week to set the date range
Step 2: Enter programme data by inputting the activity codes to the left (cell will be formatted automatically)
Step 3: Copy all programme data from "This Week" to "Previous Week" for each weekly update
Step 4: Input "C" below for tasks completed successfully in the previous week or a value from 1 - 10 for delayed activities as per the table to the left

NOTE: To insert a new activity highlight an existing activity row and copy. Select the entire row where activity is to be inserted and right click "Insert Copied Cells"