



APPENDIX E.15. PROJECT STATUS REPORT FORMAT

**PROJECT STATUS REPORT**

**PROJECTS ASSIGNED TO THE OPERATIONS COORDINATOR**

Wk. of \_\_\_\_\_

| PROJECTS  | CURRENT STATUS | NEXT STEPS | DATE DUE | RESP |
|---|----------------|------------|----------|------|
| <b>A. OFFICE EVENTS</b>   |                |            |          |      |
| Art in Action Music <ul style="list-style-type: none"> <li>• Letters to teachers</li> <li>• Shirts / pins,etc</li> <li>• Tickets</li> <li>• Entrance/exit stub</li> <li>• Laser lights</li> <li>• Invites to employees</li> <li>• Sell to outside audience – CSB/private schools near DLSU</li> </ul> |                |            |          |      |
| Art in Action Dance <ul style="list-style-type: none"> <li>• Letters to teachers</li> <li>• Shirts / pins,etc</li> <li>• Tickets</li> <li>• DO</li> </ul>   |                |            |          |      |
| CAO Awards Post Mortem  |                |            |          |      |
| Christmas Party / Thanksgiving Mass   |                |            |          |      |
| <b>B. PROJECTS AT THE OPERATIONAL PLAN /MANUAL</b>  |                |            |          |      |
| Production Seminars   |                |            |          |      |

|  |  |  |  |  |
|--|--|--|--|--|
| Compilation of seminar materials               |  |  |  |  |
| Starnotes upkeep                               |  |  |  |  |
| Master Class Arrangements                      |  |  |  |  |
| Exit program evaluation to graduating students |  |  |  |  |
| Post –mortem eval of CAO groups                |  |  |  |  |
| OCCS counseling                                |  |  |  |  |
| A&A/ Membership Exam                           |  |  |  |  |
| Alumni database                                |  |  |  |  |
| CWTS / PE Exemption                            |  |  |  |  |
| Summer Arts Immersion/Outreach                 |  |  |  |  |
| Financial Statement-auditing by SAM            |  |  |  |  |
|  |  |  |  |  |
| <b>C. INTERNAL PERFORMANCE REQUESTS</b>        |  |  |  |  |
| Pls. fill up                                   |  |  |  |  |
|  |  |  |  |  |
| <b>D. EXTERNAL PERFORMANCE REQUESTS</b>        |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| <b>E. SPECIAL PROJECTS</b>                     |  |  |  |  |
| Ushers' Uniform                                |  |  |  |  |
| Costume Cabinet                                |  |  |  |  |
| Maintenance and upkeep of costumes for AiA     |  |  |  |  |
|  |  |  |  |  |

Prepared by:

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