

C&E Process Tracker - Sample



Done	Task Name	Scheduled	Date Scheduled	Completed	Date Completed	Comments
	Employee Name:					
	Position:	.		.		
	Team Members:	.		.		
	Start of the Year Review					
<input type="checkbox"/>	Goals Submitted	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Team Meeting to Receive Goals	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Goal Revisions (if needed)	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Final Goals Accepted	<input type="checkbox"/>		<input type="checkbox"/>		
	Mid Year Review					
<input type="checkbox"/>	Synopsis Submitted	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Team Meeting	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Accept Synopsis & Goal Update	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Review Job Description	<input type="checkbox"/>		<input type="checkbox"/>		
	End of the Year Review					
<input type="checkbox"/>	Team Meeting	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Synopsis by Employee	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Synopsis Report by Team Captain	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Synopsis Report Submitted for Review to HR	<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Synopsis Report Submitted for Review to Other	<input type="checkbox"/>		<input type="checkbox"/>		