

MCU Daily Activity and Status Report - 1 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	847	507	approx 100 items registered approx 260 items allocated	595	252	
Hard copy correspondence (awaiting registration)	1365	107		130	1256	Shirani on leave, Ray sick, Easter new emails
Hard copy correspondence (awaiting allocation)	206	-		211	200	
Total	2418	614	360	936	1708	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

MCU Daily Activity and Status Report - 6 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	745	155		112	745	
Hard copy correspondence (awaiting registration)	1256	105	approx 150 items registered	72	1263	shirani on leave, ray sick,
Hard copy correspondence (awaiting allocation)	200	-	approx 200 items allocated	175	200	
Total	2201	260	350	360	2208	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

Not currently reportable from Slipstream

MCU Daily Activity and Status Report - 13 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	468	203		25	443	
Hard copy correspondence (awaiting registration)	1351	16	approx 1000 items registered	1039	490	no Shirani, Gil to mailroom
Hard copy correspondence (awaiting allocation)	206	-	approx 100 items allocated	92	1188	3 volunteers overtime registration weekend and M
Total	2025	219	1100	1156	2121	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

Not currently reportable from Slipstream

MCU Daily Activity and Status Report - 14 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	443	158	approx 250 items registered approx 50 items allocated	84	517	no shirani, volunteers on registration and email
Hard copy correspondence (awaiting registration)	490	108		368	230	no slipstream allocation
Hard copy correspondence (awaiting allocation)	1188	-		44	1512	
Total	2121	266	350	496	2259	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

Not currently reportable from Slipstream

MCU Daily Activity and Status Report - 15 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	517	203	approx 60 items registered approx 160 items allocated	151	569	no ray, shirani or gil. Readers allocating on paper.
Hard copy correspondence (awaiting registration)	230	153		160	223	2 x ot, 1 x register, 1 x allocate
Hard copy correspondence (awaiting allocation)	1512	-		82	1590	includes OT throughput
Total	2259	356	220	393	2382	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

Not currently reportable from Slipstream

MCU Daily Activity and Status Report - 16 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance			Comments
			Target Output**	Throughput	Items Outstanding as at COB	
PM emails	569	134	approx 50 items registered approx 100 items allocated	36	667	no ray, no shirani, no gil.
Hard copy correspondence (awaiting registration)	223	75		57	241	3 OT people on allocating
Hard copy correspondence (awaiting allocation)	1590	-		282	1365	includes OT through put
Total	2382	209	0	375	2273	

* Monday figures include items received on Saturday and Sunday

** Targets based on rostered tasks and targets, adjusted for staff absences

Not currently reportable from Slipstream

MCU Daily Activity and Status Report - 21 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance	
			Throughput	Items Outstanding as at EOD
PM emails	647	157	192	602
Hard copy correspondence (awaiting registration)	64	114	152	26
Hard copy correspondence (awaiting allocation)	750	-	279	697
Total	1461	271	623	1325

* Monday figures include items received on Saturday and Sunday

MCU Daily Activity and Status Report - 28 April 2010

Activity	Items Carried over from previous workday	Daily Incoming*	Performance	
			Throughput	Items Outstanding as at EOD
PM emails	1158	258	31	1385
Hard copy correspondence (awaiting registration)	50	136	90	96
Hard copy correspondence (awaiting allocation)	338	-	206	222
Total	1636	394	327	1703

* Monday figures include items received on Saturday and Sunday