

## MCU Daily Activity and Status Report - 1 July 2010

Activity	Items Carried Over From Previous Workday				Daily Incoming*				Performance							
	VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL	Throughput*				Items Outstanding as at COB			
									VIP&Org	GenRep	Child	TOTAL	VIP&Org	GenRep	Child	TOTAL
PM emails - analysis, registration and allocation	-	-	-	0	-	-	-	149	-	-	-	53	-	-	-	96
Hard copy correspondence - analysis	0	20	41	41	37	107	6	150	37	88	0	125	0	39	47	86
Hard copy correspondence - registration and allocation of Gen Reps	-	742	-	742	-	88	-	88	-	31	-	31	-	799	-	799
																981

\* Items received/processed after COB (5.00pm) are included in the following day's figures. Monday figures include emails received/processed on Saturday and Sunday.