

Year	Month	Activity	Location	Duration	Frequency	Priority	Responsible	Start Date	End Date	Status	Progress	Notes
2023	01	Annual performance review	Online	1 day	Annual	High	HR	2023-01-01	2023-01-01	Completed	100%	Completed successfully.
2023	02	Project X launch	On-site	2 weeks	One-time	High	Project Mgr	2023-02-01	2023-02-15	In Progress	75%	Phase 2 complete.
2023	03	Client meeting	On-site	1 hour	Monthly	Medium	Sales	2023-03-01	2023-03-01	Completed	100%	Discussed Q1 results.
2023	04	Team training	On-site	1 day	Quarterly	Medium	HR	2023-04-01	2023-04-01	Completed	100%	Skills refresh session.
2023	05	Product development	On-site	3 months	Ongoing	High	R&D	2023-05-01	2023-07-31	In Progress	50%	Design phase complete.
2023	06	Marketing campaign	Online	4 weeks	One-time	Medium	Marketing	2023-06-01	2023-06-30	Completed	100%	Successful reach.
2023	07	Internal audit	On-site	1 week	Annual	High	Audit	2023-07-01	2023-07-07	Completed	100%	No major issues.
2023	08	Customer support	On-site	1 day	Daily	Medium	Support	2023-08-01	2023-08-01	Ongoing	100%	High volume.
2023	09	Financial reporting	On-site	1 day	Quarterly	High	Finance	2023-09-01	2023-09-01	Completed	100%	Accurate figures.
2023	10	Employee engagement	Online	1 hour	Monthly	Medium	HR	2023-10-01	2023-10-01	Completed	100%	Survey results.
2023	11	Project Y review	On-site	1 day	One-time	High	Project Mgr	2023-11-01	2023-11-01	Completed	100%	On schedule.
2023	12	Year-end planning	On-site	1 day	Annual	High	HR	2023-12-01	2023-12-01	Completed	100%	Strategic goals set.