

**OCWI Investigative Analyst Standard Work**

**Employee:** \_\_\_\_\_

**Month/Year:** \_\_\_\_\_

Daily Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monitor Individual Email Inbox and Respond to Emails					
Monitor OCWI Analyst Email Inbox and Respond to Emails					
Request Follow-Up					
Answer Phone Calls and Respond to Voice Messages					
Database Entry and Updating					
Process and Complete Incoming Requests					
SSO Duties (If Assigned)					
On Email to Manager/Acting					
Off Email to Manager/Acting					

Day of Wk	Weekly Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Friday	Save Week One ETE (Biweekly)					
Wednesday	Submit ETE (Biweekly)					
Friday	Attend Analyst Unit Huddle Board					
	Attend 1-1 with Manager					

Wk of Month	Monthly Activities	Projects	Status
	Log Into Work Accounts & Make Sure Password(S) Current		
	Attend Unit Meeting		
	Facilitate Team Roadshow		
	Write and Submit Monthly MAP Note		
	Turn in Standard Work to Manager		

Notes/Other