Invest Northern Ireland

COVID-19 RESPONSE

Business Direction Tutorial Resources: Workstream Log

Workstream Area	Date	Owner	Challenge / Opportunity	Actions	Progress	Update	Next Review Date	Priority
The relevant area of your business.	The date the action took place.	The person responsible for this workstream or action.	What is the challenge or opportunity?	Actions that need to take place, or contingencies that need to be put in place.	What stage is the action at? **STARTED IN PROGRESS COMPLETE**	What is currently happening with this action?	When will you next review this action?	How important is this action? **LOW MEDIUM HIGH**
EG Financials	18/03/2020	Michael Smith, Finance Manager	Default on Loan Payment	Agreement with bank re loan holiday	STARTED	Ongoing monitoring	26/03/2020	HIGH
EG Operations	20/03/2020	Jane Doe, Payroll Manager	Potential to use logistics fleet to meet demand in food market.	Retraining production in driving role	IN PROGRESS	Retraining due to complete 30/03/2020	26/03/2020	MEDIUM
EG Technology								
EG People								

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