| **第XX周工作总结及下周计划** | | |
| --- | --- | --- |
| **部门：** |  | **姓名：** |
| **时间：** |  | |

**第XX周工作完成情况：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **具体内容** | **对接人** | **完成情况** | **存在问题及解决方案** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **领导**  **意见** |  | | | |

**下周工作计划：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **具体内容** | **对接人** | **预计完成进度** | **备注** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **领导**  **意见** |  | | | |