

Shift Schedule Template

Week of: _____

Department: _____

Manager: _____

EMPLOYEE NAME	MON	TUE	WED	THU	FRI	TOTAL HOURS
Priya Sharma	Project Kickoff Meeting	Review Progress Reports	Client Update Call	Risk Assessment	Sprint Review	40
Rohan Verma	Task Allocation	Code Review	Stand-up & Planning	Team Mentoring	Sprint Retrospective	40
Ananya Patel	Feature Development	Bug Fixing	API Integration	Code Optimization	Testing Support	40
Arjun Singh	Test Case Preparation	Functional Testing	Regression Testing	Bug Reporting	Final QA Sign-off	38
Meera Iyer	Wireframe Review	Design Revisions	Prototype Handoff	Design QA	Feedback Implementation	36
Karan Gupta	Requirements Gathering	Documentation Update	Client Meeting	Data Validation	Report Generation	38

