

## DSR #165

Customer Name LSPM TASK TESTER Project Number 1999 DSR Report Date 07-10-2022 Team Member Qbuilder 1 Total Delivered 1.00

Apply Hours

Print DSR

SUBMIT

### Guide #4

## FINAL STEP

Now that all hours have been applied and verified, add some text to one or more of the boxes in the Plans & Activities section to summarize your activities.

**\*\*Print the DSR to PDF for emailing to stakeholder**

**IMPORTANT: Only hit Submit *AFTER* all hours have been applied, the total verified, and the DSR has been printed. Once submitted, you cannot change the content without Manager intervention.**

### Plans & Activities

Session Activities Summary Discussions and Demonstrations

Key Decisions

Planned for Next Session

Risks or Issues

### Tasks Assigned to this DSR

Project Code	Project Name	Milestone Name	Status	Task Name	Task #	Planned Activity Date	Actual Finish	Units Delivered	Additional Task Details	DSR - Team Member - Full Name	Warning on missing units delivered
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### Available Tasks for Selection

Assign to DSR	Milestone - Name	Task Name	Project Code	Planned Activity Date	Task #	Planned Duration (hours)	Additional Task Details	COPY
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