

Area	Activity	Frequency	Duration	Responsible Person
Management	Strategic Planning	Quarterly	4h	CEO
	Operational Review	Monthly	2h	COO
	Financial Review	Quarterly	3h	CFO
	HR Review	Bi-annually	4h	CHRO
	Marketing Review	Quarterly	2h	CMO
	Legal Review	Ad-hoc	1h	General Counsel
	Risk Management	Monthly	1h	Risk Officer
	Compliance	Quarterly	2h	Compliance Officer
	IT Review	Bi-annually	2h	CTO
	Security Review	Quarterly	1h	Security Officer
	Environmental Review	Annual	1h	ESG Officer
	Sustainability Review	Annual	2h	Sustainability Officer
Sales	Lead Generation	Daily	8h	Sales Reps
	Client Meetings	Weekly	2h	Sales Reps
	Proposal Writing	As needed	2h	Sales Reps
	Contract Review	As needed	1h	Sales Reps
	Account Management	Ongoing	8h	Account Execs
	Market Research	Quarterly	2h	Market Analysts
	Competitor Analysis	Monthly	1h	Market Analysts
	Customer Feedback	Continuous	8h	Customer Support
	Sales Training	Quarterly	4h	Sales Reps
	Sales Incentives	Quarterly	2h	HR
	Sales Forecasting	Monthly	2h	Sales Reps
	Sales Reporting	Weekly	1h	Sales Reps
Marketing	Content Creation	Daily	8h	Content Writers
	Social Media Management	Daily	8h	Social Media Managers
	SEO Strategy	Quarterly	4h	SEO Specialist
	PPC Campaigns	Monthly	2h	PPC Specialist
	Email Marketing	Weekly	2h	Email Marketers
	Brand Development	Annual	4h	Brand Managers
	Market Research	Quarterly	2h	Market Analysts
	Competitor Analysis	Monthly	1h	Market Analysts
	Customer Feedback	Continuous	8h	Customer Support
	Marketing Training	Quarterly	4h	Marketing Reps
	Marketing Reporting	Weekly	1h	Marketing Reps
	Marketing Budgeting	Quarterly	2h	Marketing Reps
Operations	Production	Continuous	24h	Production Staff
	Quality Control	Continuous	24h	Quality Control Staff
	Inventory Management	Daily	8h	Inventory Staff
	Supply Chain Management	Daily	8h	Supply Chain Staff
	Logistics	Daily	8h	Logistics Staff
	Facilities Management	Daily	8h	Facilities Staff
	IT Support	Daily	8h	IT Support Staff
	Security	Continuous	24h	Security Staff
	Compliance	Quarterly	2h	Compliance Officer
	Risk Management	Monthly	1h	Risk Officer
	Operational Review	Monthly	2h	COO
	Operational Reporting	Weekly	1h	Operational Staff

No	Nama	Jenis Kelamin	Tempat, Tanggal Lahir	Agama	Pendidikan Terakhir	Kelas	Mata Pelajaran	Nilai	Keterangan	Kategori				
										1	2	3	4	
1	Adi	P	1995	Islam	S1	IPA	100							
2	Budi	P	1995	Islam	S1	IPA	95							
3	Citra	P	1995	Islam	S1	IPA	90							
4	Dani	P	1995	Islam	S1	IPA	85							
5	Eva	P	1995	Islam	S1	IPA	80							
6	Fani	P	1995	Islam	S1	IPA	75							
7	Gani	P	1995	Islam	S1	IPA	70							
8	Hani	P	1995	Islam	S1	IPA	65							
9	Iani	P	1995	Islam	S1	IPA	60							
10	Jani	P	1995	Islam	S1	IPA	55							
11	Kani	P	1995	Islam	S1	IPA	50							
12	Lani	P	1995	Islam	S1	IPA	45							
13	Mani	P	1995	Islam	S1	IPA	40							
14	Nani	P	1995	Islam	S1	IPA	35							
15	Oani	P	1995	Islam	S1	IPA	30							
16	Pani	P	1995	Islam	S1	IPA	25							
17	Qani	P	1995	Islam	S1	IPA	20							
18	Rani	P	1995	Islam	S1	IPA	15							
19	Sani	P	1995	Islam	S1	IPA	10							
20	Tani	P	1995	Islam	S1	IPA	5							

Item No.	Description	Quantity	Unit	Rate	Total	Remarks
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