

Data / Analytics — Weekly Summary

SAMPLE DOCUMENT — FOR TRAINING PURPOSES ONLY

Weekly Summary — Data / Analytics

****Period:**** 23-29 March 2026

****Generated by:**** Scheduled task (pipeline-health)

Volume

- Items processed: 88 (prev week: 125, -29.6%)
- Urgent items: 5 (prev: 9)
- Average resolution time: 1.9 days (prev: 1.3)

Top Categories

1. Dashboard Fix — 30% of volume
2. Ad-hoc Query — 17% of volume
3. Data Quality — 18% of volume
4. New Report — 10% of volume

Trends

- Volume trending DOWN 29.6% week-over-week
- Urgent volume within normal range
- Average risk score: 46 (stable)

Action Items Carried Forward

- 3 items from last week still unresolved
- Oldest open item: DA-37316 (9 days old)
- No recurring patterns detected