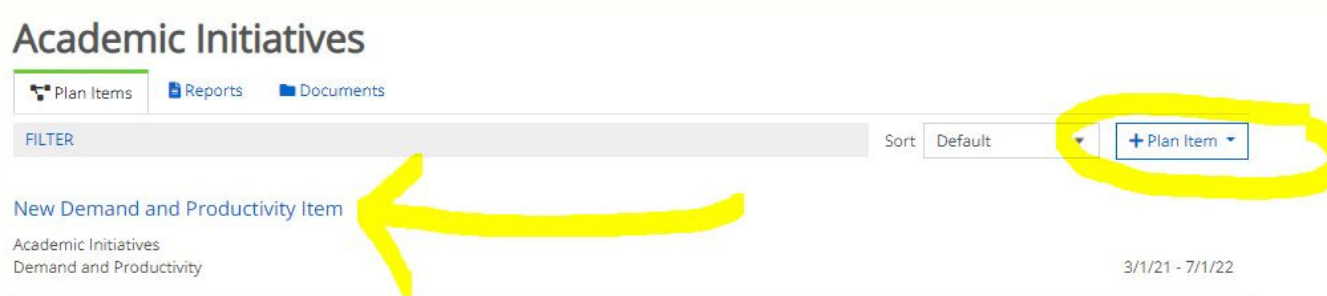# APR: How-to Series

## Demand and Productivity Template



**1.** Select the "Demand and Productivity" template from your workspace, <u>or</u> from the drop–down when you click on "+ Plan Item"



**2.** Title your Demand and Productivity template in the first field; this will be the section heading in your APR report. Then, follow the prompts to complete the template sections.



**3.** Leave the "start" and "end" dates as-is. If you are still working on the template, set the "Progress" to "In Progress," otherwise select "Section Complete." Attach any evidence you wish to include, where indicated in the template.