**Project Status & Work Tracking Questionnaire**

**Section 1: General Information**

1. **Employee Information**
   * Name: P.Anitha
   * Designation: Web developer
   * Joining Date:12-jul-2024
   * Team/Department: Web Developer
   * Reporting Manager:Afreen
2. **Project Information**
   * Project Name: Job Mela
   * Project Manager/Client:Mohiuddin
   * Project Start Date:19-11-2024
   * Estimated End Date:29-11-24
3. **Project Details:**
   * Project Name: JobMela
   * Client Name/Company:Credencer technology
   * Start Date:19-11-24
   * Expected Completion Date: completed
   * Current Status: completed
     + ☐ Not Started
     + ☐ In Progress
     + ☐ Completed
     + ☐ On Hold
4. **Team Members Involved:**
   * List all team members working on this project and their roles. single
5. **Project Manager/Lead:**
   * Who is the project manager or team lead overseeing this project? Afreen

**Section 2: Key Milestones Achieved/ Task Breakdown & Progress**

* **Key Milestones Achieved:**
* List the milestones completed so far, along with their completion dates.
  + A
  + B
  + C
* **Pending Milestones:**
* List pending milestones and their expected completion dates.
  + A
  + B
  + C
* **Task Assignment:**
* For each team member, list their assigned tasks, status (e.g., completed, in progress), and any delays.
  + A
  + B
  + C
* **Task Prioritization:**
* Are all tasks prioritized properly?
  + A
  + B
  + C
* Have any low-priority tasks been escalated recently?
  + A
  + B
  + C

| **Milestone** | **Planned Completion Date** | **Actual Completion Date** | **Status (Complete/Delayed/In Progress)** |
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**Pending Tasks:**

| **Task** | **Assigned Date** | **Due Date** | **Current Status** | **Reason for Delay (if any)** |
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**Section 3: Time Tracking (Hour-Wise)**

**Work Hours Logged per Project:**

| **Date** | **Task** | **Hours Spent** | **Estimated Hours** | **Variance (Over/Under)** |
| --- | --- | --- | --- | --- |
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**Total Hours Logged This Month:**

* **Total Hours Worked:**
* **Estimated Hours for the Month:**
* **Hours Overtime (if any):**

** Time Allocation Across Projects:**

| **Project** | **Total Hours Spent (Monthly)** | **Percentage of Time Allocated** |
| --- | --- | --- |
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* **Total hours spent by each team member on this project:**

| **Team Member** | **Task** | **Hours Worked** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
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**Estimated vs. Actual Time:**

* Were the tasks completed within the estimated time? If not, provide reasons for discrepancies.
  1. –
  2. –
  3. -
* Overtime/Extra Hours:
  1. –
  2. –
  3. –
* Has anyone worked beyond their normal hours on this project? Please specify hours and reasons.
  1. –
  2. –
  3. –

**Section 4: Resource Utilization**

**Current Workload:**

* + Are you currently working on multiple projects? (Yes/No)
  + If yes, list all active projects and your percentage of involvement:  
    | Project | Percentage of Involvement | Priority Level (High/Medium/Low) |  
    |----------------------|-------------------------------|--------------------------------------|

**Efficiency & Productivity:**

* + Do you feel your workload is balanced? (Yes/No)
    1. YES / NO
  + If not, what changes would you suggest to improve your productivity?
    1. –
    2. –
    3. -

**Tools/Technologies Used:**

* List all tools, frameworks, or software used for this project.

**Resource Allocation:**

* Are resources (human, technical, etc.) sufficient for the project?
  + –
  + –
  + –

**Section 5: Challenges & Risks**

**Challenges Faced:**

* What challenges are you currently facing in this project?
  + –
  + –
  + -
* How do you plan to address them, or what support do you need?
  + –
  + –
  + –
* What challenges or roadblocks have you encountered so far?
  + –
  + –
  + -
* How were they addressed?
  + –
  + –
  + -

**Risks Identified:**

* Are there any potential risks that could affect project timelines or quality?
  + –
  + –
  + –
* What steps are you taking to mitigate these risks?
  + –
  + –
  + –
* Are there any risks that could delay project completion?
  + –
  + –
  + –
* What measures are in place to mitigate these risks?
  + –
  + –
  + –

**Section 6: Suggestions & Feedback**

**Suggestions for Improvement:**

* Do you have any suggestions to improve project workflows or resource allocation?
  + –
  + –
  + -
* Do you have any suggestions to improve project management or processes?
  + –
  + –
  + -

**Additional Feedback:**

* Is there anything else management should know about your current projects or workload?
  + –
  + –
  + –
* Is there any additional support you need from management to help complete this project successfully?

### ****Submission Instructions:****

* Please complete this questionnaire and submit it to me before tomorrow i.e 02th Dec. morning 9AM, it should be send through email to me on [Mohiuddin@credencer.com](mailto:Mohiuddin@credencer.com). After sending email give me confirmation on WhatsApp.
* Be as detailed and accurate as possible to help the management understand your progress and challenges.