**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: M Mohiuddin siddiqui
   * Project Start Date:19-11-2024
   * Estimated End Date:29-11-24
3. **Project Details:**
   * Project Name: JobMela
   * Client Name/Company: Credencer technologies
   * 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 19-11-24
  + B
  + C
* **Pending Milestones:**
* List pending milestones and their expected completion dates.
  + A no
  + B
  + C
* **Task Assignment:**
* For each team member, list their assigned tasks, status (e.g., completed, in progress), and any delays.
  + A completed
  + 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)** |
| --- | --- | --- | --- |
| **frontend** | **23-11-2024** | **22-11-24** | **completed** |
| **backend** | **26-11-24** | **30-11-24** | **completed** |
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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)** |
| --- | --- | --- | --- | --- |
| **19-11-24** | **frontend** | **21hours** | **21hours** |  |
| **26-11-24** | **backend** | **35hours** | **35hours** |  |
|  |  |  |  |  |

**Total Hours Logged This Month:**

* **Total Hours Worked:112 hours**
* **Estimated Hours for the Month:112hours**
* **Hours Overtime (if any):**

** Time Allocation Across Projects:**

| **Project** | **Total Hours Spent (Monthly)** | **Percentage of Time Allocated** |
| --- | --- | --- |
| **JobMela** | **10Days** | **99.9percent** |
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* **Total hours spent by each team member on this project:single**

| **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. –21hours complexity of algorithm was higher than expecte,and additional features added
  2. –data visualization 20hrs
  3. -
* Overtime/Extra Hours:
  1. –backend implementatin
  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)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 yes
  + 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.
* Frontend part iam using html css and js ,also backend part used springboot

**Resource Allocation:**

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

**Section 5: Challenges & Risks**

**Challenges Faced:**

* What challenges are you currently facing in this project?
  + –debugs getting only backend part
  + –
  + -
* How do you plan to address them, or what support do you need?
  + –technical support like sometimes getting expection that tym trainer we need after that I build the backend part .no need that just we need tym for leaning part
  + –
  + –
* What challenges or roadblocks have you encountered so far?
  + –debugs backend part
  + –
  + -
* How were they addressed?
  + –
  + –
  + -

**Risks Identified:**

* Are there any potential risks that could affect project timelines or quality?
  + –setup the eclipse part that facing risk
  + –
  + –
* What steps are you taking to mitigate these risks?
  + –previous notebook open search that.iam rectrify my problem also
  + –
  + –
* Are there any risks that could delay project completion?
  + –no
  + –
  + –
* What measures are in place to mitigate these risks?
  + –yes
  + –
  + –

**Section 6: Suggestions & Feedback**

**Suggestions for Improvement:**

* Do you have any suggestions to improve project workflows or resource allocation?
  + –firstly backend setup is very import we should start to backend only
  + –
  + -
* Do you have any suggestions to improve project management or processes?
  + –no
  + –
  + -

**Additional Feedback:**

* Is there anything else management should know about your current projects or workload?
  + –no
  + –
  + –
* Is there any additional support you need from management to help complete this project successfully?

no

### ****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.