**Project Portfolio Management**

**Weekly Project Time Sheet**

**Student Name:** Jacob Brown

**Project Name:** Locked LAMP

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| **Activity** | **Task Description** | **Start Time** | **End Time** | **Total Time** | **Date** |
| **Validation** | | | | | |
| 1.3.1.1.  Validate Security Integrity | Tested each of the 21 STIGs for their desired outcome. No playbook rework is required. | 0800 | 1200 | 8 hrs | July 19, 2021 |
| 1300 | 1700 |
| 1.3.1.2.  Validate Ansible Playbook | Trouble deleting the SSH key in the Digitial Ocean control panel. The playbook ran as expected and | 0800 | 1200 | 4 hrs | July 20, 2021 |
| **Project Administration** | | | | | |
| 1.3.2.1.  Status Report Upload | Listed the task completed this milestone and set the list of tasks to accomplish for the next milestone. | 1200 | 1300 | 1 hr | July 23, 2021 |
| 1.3.2.2.  Time Sheet Upload | I listed out the tasks with details of the task need or use. | 1300 | 1400 | 1 hr | July 23, 2021 |
| 1.3.2.3.  Prep Training | Training materials in work: The project facts and resources were gathered for the instructional system development plan. | 0800 | 0900 | 1 hr | July 22, 2021 |
| 1.3.2.4.  Prep Presentation | Presentation inwork: Gathered facts and topics to present the project to the client. | 0900 | 1000 | 1 hr | July 22, 2021 |
| 1.3.2.5.  Prep Project Report | Project Report inwork: Added the WBS, DISA STIGs, and network topology diagram to the project report. | 1000 | 1200 | 2 hrs | July 22, 2021 |
| 1.3.2.6.  Finalize Gantt Chart | Gantt chart completed: Added the WBS, task dates, assigned personnel, and added it to the client staging area. | 1300 | 1500 | 2 hrs | July 22, 2021 |
|  | **Total hours:** |  |  | **20 hrs** |  |

**Instructions:** Document the length of time (hours) it takes you to complete each activity you work on, and tally the total hours at the bottom. Submit the time sheet to your instructor by end-of-day of every Friday of the week.