Time Recording Log Instructions

Purpose	This form is for recording time spent on individual programming assignments.
General	Keep track of your time working on a program to the nearest minute. Time is recorded using a 24-hr clock. ~~Complete the form in your neatest handwriting. Do not maintain the form electronically unless you obtain special permission from the instructor. Keep a supply of blank forms handy so you will have one whenever you are working~~.
Header	Enter your name and the name of the assignment or module you are working on.
LOC Start	If you are beginning work on new development, enter zero. If you are resuming work on existing development, modifying or enhancing existing code, determine the LOC that already exists and enter that number here.
LOC End	When you are finished development of the module, determine the LOC and enter that number here. It's recommended that you use the LOC counting tool.
Date	Enter the date when the entry is made. (If subsequent entries are made on the same day, you may leave the field blank). Example: 10/24
Start	Enter the time when you start working on a programming phase. Example: 1743
Stop	Enter the time when you stop working on that phase. Example: 1824
Interrupt Time	Record any interruption time that was not spent on the task. Write the reason for the interruption in the "Comment" column. If you have several interruptions, record them with plus signs (to remind you to total them). Example: 5+2
Delta Time	Enter the clock time you spent on the task, less the interrupt time. Example calculation: From 1743 to 1824, less 7 minutes or 34 minutes, so record 34.
Phase	Enter the name or other designation of the programming phase being worked on. Refer to the "Programming Phase Descriptions" below. Example: Code
Comments	Enter any other pertinent comments that might later remind you of any details or specifics regarding this activity.
Example	revised algorithm from Horstmann textbook.
Notes	If you forget to record a time, promptly enter your best estimate. If you forget your Time Recording Log, note the times and copy them in your log as soon as you can.

Programming Phase Descriptions

Use the following categories for completing the "Phase" column of the Time Recording Log.

Design Record any time you spend thinking about how to solve the problem and designing the algorithm. Writing module charts, pseudocode, and so on are design tasks. Writing test plans is included as design if it happens before you write code.

Code Translating the algorithm into source code. Writing the actual program language statements. Include the time to type your solution into the computer.

Comp Compile. Record the start time the minute you first run the compiler. The compile phase is complete when your source code compiles cleanly with no syntax errors reported by the compiler.

Test Record the time you spend testing the program, identifying and repairing defects. If you have to go back and add code you forgot, it still counts as test time. Include the time to generate any printouts that demonstrate your program's correctness.

Time Recording Log

Name: Joe Student **Project / Module:** Roman Numerals
LOC Start: 0 **LOC End:** 65

Date	Start	Stop	Interruption Time	Delta Time	Phase	Comments
10/21	0912	0943	3	28	DESIGN	phone
	0955	1044	2+1	46	CODE	I.M.
10/22	1125	1207		42	COMP	
	1208	1217		9	TEST	Ind. sys tests
	1418	1449	3	28	TEST	phone

Time Recording Log

Name: Joe Student **Project / Module:** Hidewords Puzzle
LOC Start: 0 **LOC End:** 73

Date	Start	Stop	Interruption Time	Delta Time	Phase	Comments
10/4	0731	0809	2	36	DESIGN	phone
10/5	1217	1303		46	CODE	create puzzle
	1425	1511		46	CODE	hide words
	1511	1732	3+14	124	COMP	roommate phone
10/16	1129	1716	39	308	TEST	neighbor