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

Example. 1624

TimeRecord 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	THESIGN		phone
	0955	1044	2+1	46	CODE		phone I.M.
10/22	1125	1207		42	LOMP		
	1208	1217		9	TEST	Ind. sys tosts	
	1418	1449	3	28	TEST		phone
							•

Time Recording Log

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

	Comments	Phase	Delta Time	Interruption Time	Stop	Start	Date
pho		DESIGN	36	2	0809	0731	1014
zle '	creat puzzle	CODE	46		1303	1217	10/5
5	hide words	CODE	46		1511	1425	
roomnate pho		COMP	124	3+14	1732	1511	
roomnete phor neighbor		1EST	308	39	17/6	1129	10/16
,							