

Name	Simon Koeten
Project Team	Terumo BCT

	Date							
Task	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	Week Total
Lecture	1.25							1.25
Read/Study								0
Team Meting								0
Sponsor Meeting								0
Project Charter					0.5			0.5
Daily Total	1.25	0	0	0	0.5	0	0	1.75

Work is tracked in hours spent.

Total hours per week should be 12-16.

Tasks align with the project plan

Tasks will appear and fall off with each successive week

Fill this sheet out each week - keep for your records and submit a copy to your TA

If you are spending more than about 10 minutes per week filling this out, you are probably overthinking it

It is intended both as an accountability tool and as validation for your estimates