Time sheets for SE projects

This Excel workbook will assist you in time reporting for SE projects

Background

The subject of Software Engineering requires any student who is enrolled in this course to fill in time reports to enable the verification of the number of hours worked during a certain period of time. This suggests that all the hours worked on the SE project need to be recorded.

For the time sheets to be acceptable, information on the type of work carried out is also required.

How to fill in the form

Register fixed data such as project name, period, your name etc under the "Time sheet overview" tab.

Under each month-tab, fill in working hours with necessary explanations of what you did. Your hours will be automatically summed-up and copied to the Overview page.

If you have been on holiday on sick-leave, please write that under "project and activity" and fill in 0 (zero) for production hours and 1 (one) under "absences".

Tips

Develop a regular routine for filling in the information.

Enter hour values as whole hours without decimals.

Consider the project's design and planning. Sum your hours into main activities based on your function in the project.

Time sheet

Name of beneficiary:					**Parth Rathod**	
Reporting period:					**Feb 28, 2022 -- May 13, 2022**	
Title project 1:					**E-Commerce**	
Title project 2:					**Not applicable**	
Title project 3:					**Not applicable**	
Title project 4:					**Not applicable**	
Contact No:					**9998221785**	
Person responsible:					**Parth Rathod**	
Title/Designation:					**Leader**	
Department:					**DA-IICT**	
Person In-Charge					**Devanshi Chandegra**	
Title:					**Prof. JayPrakash Lalchandani**	

Parth Rathod	**E-Commerce**		

Project(s)	**Feb-22**	**Mar-22**	**April/22**	**May/22**
Presences (in days)	1	28	30	13
Absences (in days)	0.0	3.0	0	0
Total productive hours	0	11	0	0

Project member				Supervisor
Parth Rathod				Devanshi Chandegra
Leader				Prof. JayPrakash Lalchandani

Abbreviation suggestions (please choose or add new as you wish):

DC	Data collection	Manus	Preparation of manuscripts/reports
PR	Periodic reporting	DA	Data analysis
Web	Web site	Cod	Coding
Hol	Holiday	Test	Testing
Sick	Sick leave	Des	Design
Res	Research		

Timesheet				Student	Parth Rathod	
Parth Rathod				Month	**Feb-22**	
				Period:	**Feb 28, 2022 -- May 13, 2022**	
Proj 1	**E-Commerce**					

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
	E-Commerce			
28	PTNAY	0	0	0
Total	**E-Commerce**	**0.0**	**0.0**	**0.0**

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If Prod. Hours for a particular day is 0, Please mention 1 in Absences.

Timesheet

Parth Rathod

					Student	**Parth Rathod**	
					Month	**Mar-22**	
					Period:	**Feb 28, 2022 -- May 13, 2022**	

Proj 1	E-Commerce

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
	E-Commerce			
1	PTNAY	0	0	0
2	PTNAY	0	0	0
3	PTNAY	0	0	0
4	PTNAY	0	0	0
5	PTNAY	0	0	0
6	PTNAY	0	0	0
7	PTNAY	0	0	0
8	PTNAY	0	0	0
9	PTNAY	0	0	0
10	PTNAY	0	0	0
11	PTNAY	0	0	0
12	PTNAY	0	0	0
13	RES	1	0	1
14	-	0	1	0
15	-	0	1	0
16	RES	1	0	1
17	DC	1	0	1
18	-	0	1	0
19	DA	1	0	1
20	RES	1	0	1
21	DC	1	0	1
22	RES	2	0	2
23	DA	1	0	1
24	MANUS	2	0	2
25	PR	1	0	1
26		0	0	0
27		0	0	0
28		0	0	0
29		0	0	0
30		0	0	0
31		0	0	0
Total	**E-Commerce**	**10.5**	**3.0**	**10.5**

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Res	Research			

If Prod. Hours for a particular day is 0, Please mention 1 in Absences.

Timesheet

Parth Rathod

	Student	**Parth Rathod**
	Month	**Apr-22**
	Period:	**Feb 28, 2022 -- May 13, 2022**

Proj 1	**E-Commerce**

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
	E-Commerce			
1		0	0	0
2		0	0	0
3		0	0	0
4		0	0	0
5		0	0	0
6		0	0	0
7		0	0	0
8		0	0	0
9		0	0	0
10		0	0	0
11		0	0	0
12		0	0	0
13		0	0	0
14		0	0	0
15		0	0	0
16		0	0	0
17		0	0	0
18		0	0	0
19		0	0	0
20		0	0	0
21		0	0	0
22		0	0	0
23		0	0	0
24		0	0	0
25		0	0	0
26		0	0	0
27		0	0	0
28		0	0	0
29		0	0	0
30		0	0	0
Total	**E-Commerce**	**0.0**	**0.0**	**0.0**

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Sick	Sick leave		Des	Design
Res	Research			

If Prod. Hours for a particular day is 0, Please mention 1 in Absences.

Timesheet				Student	Parth Rathod	
Parth Rathod				Month	**May-22**	
				Period:	**Feb 28, 2022 -- May 13, 2022**	
Proj 1	**E-Commerce**					

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
	E-Commerce			
1		0	0	0
2		0	0	0
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
Total	**E-Commerce**	**0.0**	**0.0**	**0.0**

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