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:						Jeelkumar Patel
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:						9687278877
Person responsible:						Jeelkumar Patel
Title/Designation:						Team Member
Department:						DA-IICT
Person In-Charge						Devanshi Chandegra
Title:						Prof. Jayprakash Lalchandani

Jeelkumar Patel	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	12	0	0

Project member   Supervisor

Jeelkumar Patel   Devanshi Chandegra
Team Member   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	Jeelkumar Patel	
Jeelkumar Patel				Month	**Feb-22**	
				Period:	**Feb 28, 2022 -- May 13, 2022**	
Proj 1	**E-Commerce**					

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
28	E-Commerce			
		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

Jeelkumar Patel

					Student	Jeelkumar Patel	
					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	DA	1	0	1
16	_	0	1	0
17	_	0	1	0
18	PR	1	0	1
19	RES	1	0	1
20	Res	1	0	1
21	DA	1	0	1
22	Manus	1	0	1
23	DC	2	0	2
24	Manus	1	0	1
25	PR	2	0	2
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	12.0	3.0	12.0

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

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Hol	Holiday		Test	Testing
Sick	Sick leave		Des	Design
Res	Research			
PTNAY	Project Track Not Assigned Yet			

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

Timesheet

Jeelkumar Patel

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