**CEIS400 Individual Project Journal Time Sheet Example**

**Instructions:**

This is a generic example of a completed journal for Lab 1 and Lab 2 assignments. The deliverables are not the deliverables for the CEIS400 course but it gives you a good idea of what your CEIS400 lab assignment deliverable detail should look like.

Guidelines for individual contribution task descriptions:

1. Please do not use the phrase *worked on* because it does not state the nature of your specific contribution to anything. It is too vague. Use words like *created, updated, reviewed, provided feedback on, completed, consolidated*, and so on—the specific deliverable name or section of the deliverable. If you create an individual draft of any deliverable, please state that it is your individual version.
2. Please use your *team doc sharing group area* to save all versions of your individual team member deliverables as *proof of your contribution* and for backup if other team members need to update or complete your first cut draft of any deliverables. You can also include team meeting accomplishments. If you worked with a specific team member on any deliverable, you should also include his or her name for accuracy and consistency in distinguishing each team member’s contribution to the final course project deliverables each week.
3. Please do not change the lab assignment title or labels. Feel free to insert additional rows as needed for your tasks-contribution descriptions. Be sure to be *very specific and detailed in the description of your contribution* by deliverable names or sections of deliverables you created, updated, and/or reviewed for feedback to the team.
4. For example, if there are three team members on the team, there should be three individual journal time sheet table logs in your final project report, *one individual journal time sheet table log for each team member*.

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| **Individual Team Member Journal** | | | | |
| **Project Name: GB Manufacturing** | | | | |
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| **Class/Section: CEIS400** | | | **Student Name: Jane Doe** | |
| **Project Start Date: 10/19/15** | | | **Project End Date: 12/21/15** | |
| **Date** | **Start Time** | **End Time** | **Hours** | **Activities and Tasks Description** |
|  |  |  |  | **Lab 1 Contribution or Assignment** |
| 10/26/2015 | 5:14 PM | 6:14 PM | 1:00 | Createda brainstorm list of potential problems based on the case study for GN Manufacturing. Sent my draft to the team for review. |
| 10/26/2015 | 6:45 PM | 7:41 PM | 0:56 | Createdmy individual version of request for systems service (RSS) form. Provided feedback on Jane’s individual RSS draft. |
| 10/28/2015 | 2:07 PM | 4:24 PM | 2:17 | Combined team member versions of RSS and uploaded to the team Doc Sharing area. |
| 10/29/2015 | 12:32 AM | 1:00 AM | 0:28 | Reviewed and uploaded RSS to the team Doc Sharing area for final feedback. Submitted the final RSS to the dropbox. |
|  |  |  |  | **Lab 2 Contribution or Assignment** |
| 11/1/2015 | 8:30 PM | 9:50 PM | 1:20 | Metwith team members to create a first cut problems and opportunities list. |
| 11/2/2015 | 9:48 PM | 10:48 PM | 1:00 | Consolidated team feedback into a problems and opportunities matrix document |
| 11/3/2015 | 9:15 PM | 11:00 PM | 1:45 | Createdmy draft of the system objectives and constraints based on the case study and research. |
| 11/7/2015 | 11:00 PM | 11:30 PM | 0:30 | Updated and uploaded my personal draft of system objectives into the problems and opportunity matrix document. Uploaded a copy to the team Doc Sharing area for final team review. Submitted the final copy to the dropbox. |