Introduction to the Personal Software Process
Lecture #2

Software Engineering Institute

Carnegie Mellon University

Pittsburgh, PA 15213

Sponsored by the U.S. Department of Defense

First, A Quiz

Answer the questions on the Lecture #2 Quiz sheet.

In addition to the answers, be sure to enter the following information:
- your name
- today's date
- the course name

The Time Log Quiz Answer

The answer to the Time Recording Log portion of the quiz is as follows:

Partial Time Recording Log

Student   John Doe   Date   9/11/96
Instructor   Class

Date	Start	Stop	Interruption Time	Delta Time	Activity	Comments	C	U
9/11	6:18	6:42		24	Text	Read Preface	X	1
	6:52	7:48		56	Text	Read Chapters 1 & 2	X	2
	8:30	9:15	8	37	Prog.	Started program 1		
9/12	7:15	8:03		48	Prog.	Finished program 1	X	1

Time Management

The key to managing your work is managing your time.

The key to managing your time is tracking your time.

In this course, you will track time with the time recording log.

Assignment #2

Track all your time for this course with the Time Recording Log.

For the homework,
- Turn in a copy of your time recording log.
- Continue to turn in a copy every week.

Read textbook Chapter 4.
- There will be a quiz on Chapter 4.
- The quiz will include completing a Weekly Time Summary.