**Assignment Kit #4**

**Assignment description**

Complete and submit a Job Number Log for the work you have completed so far in the course. Where you have estimated data, enter it, otherwise leave the estimated spaces blank. Use your daily time logs to complete these forms. Continue to complete the entries on the Job Number Log for each product activity you do. Make an estimate of the time and units before you start and then record the actual and to date data when completed. Submit copies of any Job Number and Time Recording Log pages you have not previously submitted.

Also read the textbook Chapter 6. There will be a quiz on this material in the next lecture. As part of this quiz, you will be asked to make a program size estimate.

**Comments on the assignment**

The objective of this assignment is to show you how to use the Job Number Log to gather project data. The data in this log will help you estimate the amount of time future jobs will take. This in turn will help you to make accurate plans.

An example of a completed Job Number Log is shown in Table 5.2 in the textbook. The Time Recording Log from which these data were taken is shown in Table 5.3.

**Keep copies of all the forms and data you submit.**

**Table 5.1 Job Number Log**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name: | |  | | | | | | | | | Date: | |  | | |
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| Job # | Date | | Process | Estimated | | Actual | | | To Date | | | | | | |
|  |  | |  | Time | Units | Time | Units | Rate | Time | Units | | Rate | | Max. | Min. |
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**Table 5.4 Job Number Log Instructions**

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| **Purpose** | - This form is used to track the job numbers for each project.  - It also records key information on each project.  - A project is any activity that you wish to track such as developing a program or writing a paper. |
| **General** | - When starting a project, enter the new job number in this log.  - Assign sequential numbers starting with 1. |
| **Header** | - Enter your name.  - Enter the date this Job Number Log page is started. |
| **Job #** | - Enter the job number you selected. |
| **Date** | - Enter the date you start the job. |
| **Process** | - Enter the type of task.  - For example, for a technical paper use ***Paper***, for developing a program, use ***Prog.***, etc. |
| **Estimated Time** | - Enter the total time in minutes the job was estimated to take.  - Use the To Date Rate, Max., and Min. values as guides.  - If these rates seem unreasonable, use your judgment. |
| **Estimate Units** | - Enter the estimated units for the finished job.  - When you do one task, enter 1 for the units. |
| **Actual Time** | - Enter the final actual total time the job took. |
| **Actual Units** | - Enter the final actual number of total units.  - Again, enter 1 unit for each completed job. |
| **Actual Rate** | - Enter the Actual Time divided by the Actual Units. |
| **To Date Time** | - Find the most recent previously completed job of this type.  - Add the To Date time from that job to the actual time for this most recent job.  - Enter this total in the To Date Time space for the new job. |
| **To Date Units** | - Find the most recent previously completed job of this type.  - Add the To Date units from that job to the actual units for this most recent job.  - Enter this total in the To Date Units space for the new job. |
| **To Date Rate** | - Divide the To Date Time by the To Date Units to get the minutes per unit for all the jobs completed to date.  - Enter this number in the To Date Rate space for this job. |
| **Max.** | - Enter the maximum rate for all jobs completed of each type. |
| **Min.** | - Enter the minimum rate for all jobs completed of each type. |
| **Description** | - Enter a description of the job to be done.  - Be sufficiently clear so the job content can be easily identified.  - The first time data on a task type are recorded, describe the unit of measure. |