

Using the Status tracker

At the end of each week, update the status of all activities completed during the week

The status tracker shown in this worksheet is an example tracker (values filled are during the middle of the

Fill in hours spent on each activity during the current week

If 5 team members each spent an hour, that counts as 5 hours

Fill in time for activities not fully completed ("ongoing") as well, then update the

During the planning phases, identify the activities to be done during each week

If you spend time on an activity not listed in the tracker, add the activity and list actual hours (need not fill i

For new activities, identify the type of activity - documentation, coordination, estimation etc.

At the end of each week, plan ahead for the following week

Identify people responsible for each activity

Estimate the hours needed for the activity

TEAM NAME

29

PROJECT NAME Comprehensive Logistics Management Portal

PROJECT MENTOR Ganesh Iyer

TEAM MEMBERS Aayush Saxena
Saurabh Kathpalia
Aabhas Majumdar

3 week)

ase values during following weeks

n estimated hours if you didn't estimate it up front)

| Team Name | 29 | | | | | |
|--|---|-------------|----------------------|--------------|---------|---|
| Project Name | Comprehensive Logistics Management Portal | | | | | |
| Project Mentor | Ganesh Iyer | | | | | |
| | | | | | | |
| Activity Name | Type | Responsible | Estimated Team Hours | Actual Hours | Status | Comments |
| See Instructions sheet for usage | | | | | | |
| Week 6 (sept 5- sept 11) | | | | | | |
| Learn Eclipse | Preparation | Saurabh | | | Delayed | Using IDEs can make our job easier |
| Role preferences | Coordination | Aabhas | 3 | 3 | Done | |
| SVN Repository setup | Preparation | Aayush | 1 | 1 | Done | |
| Discuss bug report software | Preparation | Aabhas | 1.5 | 2.25 | Done | This is critical to project success |
| Develop questions for requirements elicitation | Documentation | Saurabh | 2.75 | 1.5 | Ongoing | Make sure scoping questions are included |
| website | Preparation | Aayush | 144 | 192 | Ongoing | |
| Research existing technology | Preparation | Saurabh | 4 | 3.75 | Ongoing | |
| Project synopsis writeup | Documentation | Aayush | 2 | 2.25 | Done | |
| Identify role owners | Preparation | Saurabh | 1.5 | 1.5 | Done | Multiple roles are OK - think about role & responsibility distrib |
| Team Meeting | Coordination | Aabhas | 4.5 | 6 | Done | |
| Status tracker | Documentation | Aabhas | 0.98 | 1.5 | Done | |
| Week 7 (sept 12 - sept 18) | | | | | | |
| Setting up accounts on Rollbase | Preparation | Aabhas | 3 | 3 | Done | |
| Reading Rollbase Documentation | Preparation | Aayush | 216 | 182 | Done | For proper understanding |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| Week 8 (sept 19 - sept 25) | | | | | | |
| Writing Requirements Document | Requirements | Saurabh | 264 | 264 | Done | Refence for future |
| Status tracker | Documentation | Aabhas | 1.5 | 1.2 | Done | |
| | | | | | | |
| Week 9 | | | | | | |
| | | | | | | |
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| Week 10 | | | | | | |
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| Week 11 | | | | | | |
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| Week 12 | | | | | | |

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TEAM NAME

29

PROJECT NAME

Comprehensive Logistics Management Por

PROJECT MENTOR

Ganesh Iyer

Activities

Aayush Saxena

| | Estimated Time | Actual Time Spent |
|--|----------------|-------------------|
| Week 6 (sept 5- sept 11) | | |
| Learn Eclipse | | |
| Role preferences | 1 | 1 |
| SVN Repository setup | 0.5 | 0.25 |
| Discuss bug report software | 0.5 | 0.75 |
| Develop questions for requirements elicitation | 1 | 0.5 |
| Get account and configure website | 48 | 72 |
| Research existing technology | 1.5 | 1.25 |
| Project synopsis writeup | 1 | 0.75 |
| Identify role owners | 0.5 | 0.5 |
| Team Meeting | 1.5 | 2 |
| Status tracker | 0.25 | 0.5 |
| Week 7 (sept 12 - sept 18) | | |
| Setting up accounts on Rollbase | 1 | 1 |
| Reading Rollbase Documentation | 72 | 60 |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| Week 8 (sept 19 - sept 25) | | |
| Writing Requirements Document | 96 | 108 |
| Status tracker | 0.5 | 0.4 |
| | 0 | |
| Week 9 | 0 | |
| | 0 | |
| | 0 | |
| Week 10 | | |
| | 0 | |
| | 0 | |
| | 0 | |
| Week 11 | | |
| | 0 | |
| | 0 | |
| | 0 | |
| Week 12 | | |
| | 0 | |
| | 0 | |

Week 13

Week 14

Week 15

Week 16

Week 17

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tal

**Saurabh
Kathpalia**

Aabhas Majumdar

| Estimated Time | Actual Time Spent | Estimated Time | Actual Time Spent |
|----------------|-------------------|----------------|-------------------|
| | | | |
| 1 | 1 | 1 | 1 |
| 0.25 | 0.5 | 0.25 | 0.25 |
| 0.5 | 0.75 | 0.5 | 0.75 |
| 1 | 0.5 | 0.75 | 0.5 |
| 48 | 72 | 48 | 48 |
| 1.5 | 1.5 | 1 | 1 |
| 0.5 | 0.75 | 0.5 | 0.75 |
| 0.5 | 0.5 | 0.5 | 0.5 |
| 1.5 | 2 | 1.5 | 2 |
| 0.33 | 0.5 | 0.4 | 0.5 |
| | | | |
| 1 | 1 | 1 | 1 |
| 96 | 74 | 48 | 48 |
| | | | |
| | | | |
| 72 | 72 | 96 | 84 |
| 0.5 | 0.4 | 0.5 | 0.4 |

0

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Estimated Time

Actual Time Spent

Estimated Time

Actual Time Spent



Estimated Total Hours

Actual Total Hours

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