

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)						
Week 8 (sept 19 - sept 25)						
Week 9						
Week 10						
Week 11						
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)		
	0	
	0	
	0	
	0	
	0	
	0	
Week 8 (sept 19 - sept 25)		
	0	
	0	
	0	
Week 9	0	
	0	
Week 10		
	0	
	0	
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Week 11		
	0	
	0	
	0	
Week 12		
	0	
	0	

Week 13

Week 14

Week 15

Week 16

Week 17

[illegible]

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**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

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0

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Estimated Time

Actual Time Spent

Estimated Time

Actual Time Spent



Estimated Total Hours

Actual Total Hours

[illegible]

[illegible]

[illegible]

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