Time Budgeting & Recording  
  
**Budgeting**

* Basically, for most of the task we assign the time proportionally to the ratio in the whole project. For example we are in a group of five and we will make use of approximately 20 hours on the project plan.
* We plan to have a formal meeting every week for at least an hour up to two hours with our supervisor. Also we may conduct some informal meetings which should last for an hour to review what we have done after last formal meeting and before next formal meeting in order to have a better tracking on our progress.
* For most of the tasks we planned to assign two hours per person to finish each of them. Time allowance will be increased if the tasks are relatively complicated or have the need of integration with others’ work.
* We decided to spend most of our time in programming as presented in our Gantt chart which included the time for testing for each of the component.
* Before each presentation and demonstration we will spend four hours in discussing what content should be included in the presentation, an hour for preparing on slides and another hour for conducting a rehearsal which could help us to have a better performance for both presentations.

**Time recording and management system**

* Each of us will make use of our own log book as our timesheet. When we start working on a task we will record the task code or number, title of the task, starting time, ending time, actual duration, subtotal duration, progress of the task, expected duration and the notes for the task in a form of table to make the record clear and to check whether we have overspend the time on a task.

Format of the Table:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code / No. | Title | Start time | End time | Duration (h\*) | Progress  (IP / F)\* | Subtotal duration  (h\*) | Expected Duration (h / NA)\* | Notes |
|  |  |  |  |  |  |  |  |  |

P.S. h : hours, IP : In Progress, F : Finished, NA : Not Available

* A time manager will be assigned with the responsibilities of monitoring the time spent, operate and maintain the data and summarize the data into the end-of-project report in order to provide a clear image of the information related to the time spent, for example average time spent on task or overall time spent for each team member. While each of the team member have the responsibility to report their time expenditure and effort of the week and the time manager will record those data or collect the report from the team members and generate a weekly time spent report, while the form of team member reporting will be defined in the latter part.
* During half-way and end-of-project the time manager will try to compare the initial time allocation with the actually time spent by summarizing and data mining on the previous weekly time spent report.

**Time Expenditure Reporting**

* Each team member will have to report their time spent and the tasks they are still in progress or even finished to the time manager.

1. Show the time spent record in the log book and the effort of the week.
2. Provide the task code or number and the task name in order to identify the task.
3. Provide some basic information of the task
4. Report the member involved and the time spent for each of them
5. Report the starting time, ending time and actual time spent and expected time spent which can be in the form of verbal, words or even graphical.
6. Report the progress of the task. (In progress / Finished)
7. Extra notes for the task (Delay on finishing a task and the affect on the whole project)
8. Supervisor will be signing for the record in the log book and time manager will record and accumulate all the data reported by a team member.