# **Individual Work Log**

| **Name** | Kenil Shah | **Project**: Feasibility report |
| --- | --- | --- |
| **Signature** | Kenil Shah |
| **Work Log** | | |
| Enter the date, describe the *specific* work done, and specify the time spent on the work. Eg: Nov 2. Proofread and did final edits on Report. 2.5 hours.     | **Date** | **Work completed** | **Time spent** | **Total hrs** | | --- | --- | --- | --- | | Nov 6 | Report proof-reading/editing + Draft Survey | 45 min | 0.75 | | Nov 8 | Survey Draft | 75 min | 1.25 | | Nov 15 | Progress report: Client background, problem definition and methods. | 60 min | 1.00 | | Nov 16 | Progress report presentation draft | 120 min | 2.00 | | Nov 17 | Polishing and practicing presentation | 90 min | 1.5 | | Nov 24 | Online Research | 60 min | 1.00 | | Nov 26 | Online Research | 120 min | 2.00 | | Nov 29 | Online Research | 60 min | 1.00 | | Dec 3 | Research Citations and edit on methods section(report) | 30 min | 0.5 | | Dec 4 | Report : Executive Summary, Conclusion | 90 min | 1.5 | | Dec 5 | Proofreading and Editing | 120 min | 2.0 | | Dec 6 | Proofreading and editing | 210 min | 3.5 | |  |  | **TOTAL** | 18 hrs |     Provide a final tally of time spent | | |

Submit your worklog as an Appendix with your final report.