

## Time sheets for SE projects

This Excel workbook will assist you in time reporting for SE projects

---

### Background

The subject of Software Engineering requires any student who is enrolled in this course to fill in time reports to enable the verification of the number of hours worked during a certain period of time. This suggests that all the hours worked on the SE project need to be recorded.

For the time sheets to be acceptable, information on the type of work carried out is also required.

### How to fill in the form

Register fixed data such as project name, period, your name etc under the "Time sheet overview" tab.

Under each month-tab, fill in working hours with necessary explanations of what you did. Your hours will be automatically summed-up and copied to the Overview page.

If you have been on holiday on sick-leave, please write that under "project and activity" and fill in 0 (zero) for production hours and 1 (one) under "absences".

### Tips

Develop a regular routine for filling in the information.

Enter hour values as whole hours without decimals.

Consider the project's design and planning. Sum your hours into main activities based on your function in the project.

March

## Final Timesheet

Date : 29/04/2022

Group- 24

Professor

Dr. JayPrakash

Reporting TA

Harshal

InstaHUB - We connect the world

Student

Nevilkumar Dalsania (201901013)

Month

March, April, May

Period:

18 March 2022 - 29 April 2022

Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
Friday, March 18, 2022				
Saturday, March 19, 2022				
Sunday, March 20, 2022				
Monday, March 21, 2022				
Tuesday, March 22, 2022	res	1	0	1
Wednesday, March 23, 2022	leave	0	1	0
Thursday, March 24, 2022	doc	1	0	1
Friday, March 25, 2022	SRS	2	0	2
Saturday, March 26, 2022	Git	2	0	2
Sunday, March 27, 2022	Des	1	0	1
Monday, March 28, 2022	Hol	0	0	0
Tuesday, March 29, 2022	res	2	0	2
Wednesday, March 30, 2022	des	2	0	2
Thursday, March 31, 2022	des	2	0	2
Friday, April 1, 2022	cod	1	0	1
Saturday, April 2, 2022	Hol	0	0	0
Sunday, April 3, 2022	hol	0	0	0
Monday, April 4, 2022	des	1	0	1
Tuesday, April 5, 2022	web	3	0	3
Wednesday, April 6, 2022	cod	2	0	2
Thursday, April 7, 2022	cod	2	0	2
Friday, April 8, 2022	Hol	0	0	0
Saturday, April 9, 2022	Hol	0	0	0
Sunday, April 10, 2022	Hol	0	0	0
Monday, April 11, 2022	DD	3	0	3
Tuesday, April 12, 2022	Web	2	0	2
Wednesday, April 13, 2022	cod	2	0	2
Thursday, April 14, 2022	Hol	0	0	0
Friday, April 15, 2022	hol	0	0	0
Saturday, April 16, 2022	Hol	0	0	0
Sunday, April 17, 2022	Hol	0	0	0
Monday, April 18, 2022	meet + cod	3	0	3
Tuesday, April 19, 2022	web	3	0	3
Wednesday, April 20, 2022	cod + des	2	0	2
Thursday, April 21, 2022	cod + git	2	0	2
Friday, April 22, 2022	cod + gm	3	0	3
Saturday, April 23, 2022	meet	1	0	1
Sunday, April 24, 2022	Hol	0	0	0
Monday, April 25, 2022	testing	1	0	1
Tuesday, April 26, 2022	testing	1	0	1

## March

<b>Wednesday, April 27, 2022</b>	PR	0	0	0
<b>Thursday, April 28, 2022</b>	final testing	1	0	1
<b>Friday, April 29, 2022</b>	final testing	2	0	2
<b>Saturday, April 30, 2022</b>		0	0	0
<b>Total</b>		<b>48</b>	<b>1</b>	<b>48</b>

**Abbreviation:**

DC	Data collection	Manus	Preparation of ma
PR	Periodic reporting	DA	Data analysis
Web	Web site	Cod	Coding
Hol	Holiday	Test	Testing
Sick	Sick leave	Des	Design
Res	Research	SRS	Preparing SRS
Doc	Documentation research	DFD	Data Flow Diagram
Leave	On leave	Git	Maintained GitHub
DD	Diagrams	DB	Managing Databa
meet	meeting after milestone	gm	General meeting

**If Prod. Hours for a particular day is 0, Please mention 1 in Absences.**

<b>Project(s)</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
<b>Presences (in days)</b>	10	18	0
<b>Absences (in days)</b>	1	0	0
<b>Total productive hours</b>	14	35	0

March

nuscripts/reports

n  
B repo  
se


[illegible]