

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.

Final Timesheet				
Date : 29/04/2022		Group- 24		
Professor	Dr. JayPrakash			
Reporting TA	Harshal			
	InstaHUB - We connect the world			
Student	Dwij Bhanderi(201901168)			
Month	March, April, May			
Period:	18 March 2022 - 29 April 2022			
Date	Proj/Act	Prod. Hours	Absences	Total Prod. Hours
Friday, March 18, 2022				
Tuesday, March 19, 2022				
Monday, March 20, 2022				
Tuesday, March 21, 2022				
Wednesday, March 22, 2022	res	1	0	1
Thursday, March 23, 2022	leave	0	1	0
Friday, March 24, 2022	doc	1	0	1
Saturday, March 25, 2022	SRS	2	0	2
Sunday, March 26, 2022	Git	2	0	2
Monday, March 27, 2022	Des	1	0	1
Tuesday, March 28, 2022	Hol	0	0	0
Wednesday, March 29, 2022	res	2	0	2
Thursday, March 30, 2022	des	2	0	2
Friday, March 31, 2022	des	2	0	2
Saturday, April 01, 2022	cod	1	0	1
Sunday, April 02, 2022	Hol	0	0	0
Monday, April 03, 2022	hol	0	0	0
Tuesday, April 04, 2022	des	1	0	1
Wednesday, April 05, 2022	web	3	0	3
Thursday, April 06, 2022	cod	2	0	2
Friday, April 07, 2022	cod	2	0	2
Saturday, April 08, 2022	Hol	0	0	0
Sunday, April 09, 2022	Hol	0	0	0
Monday, April 10, 2022	Hol	0	0	0
Tuesday, April 11, 2022	DD	3	0	3
Wednesday, April 12, 2022	Web	2	0	2
Thursday, April 13, 2022	cod	2	0	2
Friday, April 14, 2022	Hol	0	0	0
Saturday, April 15, 2022	hol	0	0	0
Sunday, April 16, 2022	Hol	0	0	0
Monday, April 17, 2022	Hol	0	0	0
Tuesday, April 18, 2022	meet + cod	3	0	3
Wednesday, April 19, 2022	web	3	0	3
Thursday, April 20, 2022	cod + des	2	0	2
Friday, April 21, 2022	cod + git	2	0	2
Saturday, April 22, 2022	cod + gm	3	0	3
Sunday, April 23, 2022	meet	1	0	1
Monday, April 24, 2022	Hol	0	0	0
Tuesday, April 25, 2022	testing	1	0	1

Tuesday, April 26, 2022	testing	1	0	1	
Wednesday, April 27, 2022	PR	0	0	0	
Thursday, April 28, 2022	final testing	1	0	1	
Friday, April 29, 2022	final testing	2	0	2	
Saturday, April 30, 2022		0	0	0	
Total		48	1	48	
Abbreviation:					
DC	Data collection		Manus	Preparation of manuscripts/reports	
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 repo	
DD	Diagrams		DB	Managing Database	
meet	meeting after milestone		gm	General meeting	
If Prod. Hours for a particular day is 0, Please mention 1 in Absences.					
Project(s)		MARCH	APRIL	MAY	
Presences (in days)		10	18	0	
Absences (in days)		1	0	0	
Total productive hours		14	35	0	

[illegible]