

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 week)

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 these values during following weeks

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 in estimated hours if you didn't estimate it up front)

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

PROJECT NUMBER

38

PROJECT NAME

Offline Data Collection and Cleaning App for Development Projects

PROJECT MENTOR (sponsor)

Anusandhan Social Consultants LLP

TEAM MEMBERS

Vishesh Saraswat

Harshikaa Agrawal

Kushal Balabhadruni

Sriyansh Suryadevara

Aishita Marri