Time Management Sheet

Name:	Role:

DATE	TIME SPENT	TYPE OF ACTIVITY	DATE	TIME SPENT	TYPE OF ACTIVITY

TEAM 23

DATE	TIME SPENT	TYPE OF ACTIVITY	DATE	TIME SPENT	TYPE OF ACTIVITY

Task Management Sheet

Name:	Role:

ID	TASK	TIME SPENT	DATE

ID: First 2 letters from each role. E.g. Quality Manager should be QM
Time Spent should be an estimation of the time used for every task needed.