TSPi Time Recording Log – Form LOGT

Name	ปรีชญา ชูศรีทอง			Date	08 ส.ค. 64
Team	4			Instructor	อ.อภิสิทธิ์ แสงใส
Part/Level	Function			Cycle	1/6

Date	Start	Stop	Interruption Time	Delta Time	Phase/ Task	Comp- onent	Comments
07 ส.ค. 64	13.11	13.21	-	10	Code	Function	
	13.30	13.40	-	10	Code	Function	
	13.43	13.47	-	4	Code	Function	Reuse + modify
	13.50	14.10	10	20	Code	Function	Modify
	20.00	20.30		30	Code	Function	

TSPi Time Recording Log Instructions – Form LOGT

Purpose	-	Use this form to record the time spent on each project task
General	-	Either keep one log and note the task and product element for each entry or keep separate logs for each major task.
	-	Record all the time you spend on the project.
	-	Record the time in minutes.
	-	Be as accurate as possible.
	-	If you need additional space, use another copy of the form.
	-	If you forget to record the starting, stopping, or interruption time for a task, promptly enter your best estimate.
Header	-	Enter your name, date, team name, and instructor's name.
	-	Name the part or assembly and its level.
	-	Enter the cycle number.
Date	-	Enter the date when you made the entry.
	-	For example, 10/18/99
Start	-	Enter the time when you start working on a task.
	-	For example, 8:20
Stop	-	Enter the time when you stop working on that task.
	-	For example, 10:56
Interruption Time	-	Record any interruption time that was not spent on the task and the reason for the interruption.
	-	If you have several interruptions, enter their total time.
	-	For example, 37 - took a break
Delta Time	-	Enter the clock time you actually spent working on the task, less the interruption time.
	-	For example, from 8:20 to 10:56, less 37 minutes is 119 minutes.
Phase/Task	-	Enter the name or other designation of the phase or task you worked on.
	-	For example, planning, code, test, etc.
Component	-	If the task was for a unique component, enter the name of the component.
Comments	-	Enter any other pertinent comments that might later remind you of any unusual circumstances regarding this activity.
	-	For example, had a requirements question and needed help.