

## TSPi Time Recording Log – Form LOGT

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Part/Level	Function	Cycle	1/7

[illegible]

## TSPi Time Recording Log Instructions – Form LOGT

<b>Purpose</b>	- Use this form to record the time spent on each project task
<b>General</b>	<ul style="list-style-type: none"> <li>- Either keep one log and note the task and product element for each entry or keep separate logs for each major task.</li> <li>- Record all the time you spend on the project.</li> <li>- Record the time in minutes.</li> <li>- Be as accurate as possible.</li> <li>- If you need additional space, use another copy of the form.</li> <li>- If you forget to record the starting, stopping, or interruption time for a task, promptly enter your best estimate.</li> </ul>
<b>Header</b>	<ul style="list-style-type: none"> <li>- Enter your name, date, team name, and instructor's name.</li> <li>- Name the part or assembly and its level.</li> <li>- Enter the cycle number.</li> </ul>
<b>Date</b>	<ul style="list-style-type: none"> <li>- Enter the date when you made the entry.</li> <li>- For example, 10/18/99</li> </ul>
<b>Start</b>	<ul style="list-style-type: none"> <li>- Enter the time when you start working on a task.</li> <li>- For example, 8:20</li> </ul>
<b>Stop</b>	<ul style="list-style-type: none"> <li>- Enter the time when you stop working on that task.</li> <li>- For example, 10:56</li> </ul>
<b>Interruption Time</b>	<ul style="list-style-type: none"> <li>- Record any interruption time that was not spent on the task and the reason for the interruption.</li> <li>- If you have several interruptions, enter their total time.</li> <li>- For example, 37 - took a break</li> </ul>
<b>Delta Time</b>	<ul style="list-style-type: none"> <li>- Enter the clock time you actually spent working on the task, less the interruption time.</li> <li>- For example, from 8:20 to 10:56, less 37 minutes is 119 minutes.</li> </ul>
<b>Phase/Task</b>	<ul style="list-style-type: none"> <li>- Enter the name or other designation of the phase or task you worked on.</li> <li>- For example, planning, code, test, etc.</li> </ul>
<b>Component</b>	- If the task was for a unique component, enter the name of the component.
<b>Comments</b>	<ul style="list-style-type: none"> <li>- Enter any other pertinent comments that might later remind you of any unusual circumstances regarding this activity.</li> <li>- For example, had a requirements question and needed help.</li> </ul>