

TIME SHEET

Template T-08 · Chapter 7: Time Planning and Scheduling · radimkaufmann.com

Team Member		Role		Week #
Project		WBS Ref		Period

Week of:	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
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WBS Code	Task / Activity Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs	Billable Hrs
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1.2.2	WBS & Schedule Development									
1.2.3	Budget Planning									
1.2.4	Risk Register									
1.3.1	[Work Package 1]									
PM	Project Management / Meetings									
PM	Status Reporting									

	DAILY TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	TOTAL
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WEEK SUMMARY	Start (Mon-)			Overtime		Leave/Absent	
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SUBMITTED BY (signature)		DATE
APPROVED BY (manager)		DATE

From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · Submit codes to T-06

Notes

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weekly — link WBS