

PSP Familiarization Exercise 1: Tracking Time

Purpose

The objective of this exercise is to show you how to track your time using the LOGT form.

Contents

This exercise package contains an exercise scenario, a partially completed time recording log (LOGT) form, and the LOGT form instructions.

Directions

Using the data given in the following scenario, complete the attached LOGT form. The first day of the scenario has already been completed, and you should complete days 2 and 3. After you are finished, the instructor will hand out the exercise answer and check to see whether you got the correct result. If you made mistakes, make sure you understand the problems and then complete day 4 of the exercise.

Exercise Scenario

Day 1: Joyce started planning her work on the Calc program module on Monday, June 6, at 8:37 AM (Plan). She finished the plan at 9:26 AM and immediately started on the detailed design (Design). She worked for nearly an hour, took a 30-minute break, and then continued until lunchtime, at 11:45. After lunch, Joyce got back to work at 12:48 and worked until 1:31, when she finished the design. She then did her e-mail and checked on a planned trip until she started on the detailed design review at 2:18 (DLDR). Some time later, she got a phone call and stopped for a break. After this 27-minute interruption, she continued with the design review until 4:56, when she quit for the day. Before leaving, however, she asked Pete and Craig to help her with a design inspection the next morning at 10:00 AM.

Day 2: On Tuesday at 8:15, Joyce started working on the unit test plan (Test plan). A little later, Pete stopped in to ask whether they could delay the inspection until 1:30. They checked with Craig, who agreed to the new time. After this 21-minute interruption, she continued with test planning until 9:39, when she started on unit test development (Test dev). This took until 12:46, with three interruptions totaling 28 minutes. After a hurried lunch, Joyce got her notes and started the inspection briefing at 1:30 (DLDI). This meeting took only until 1:57. After the briefing, Pete and Craig reviewed the program while Joyce did other work until 3:50. She then met with them in the design inspection meeting until 5:28 (DLDI).

Day 3: The next morning, Joyce took from 8:38 to 9:56 to fix the problems found in the inspection (DLDI). In this time, she got one phone call that took 17 minutes. After Joyce did her e-mail and read a report, she started to write the program source code at 11:18 (Code). During coding, she was interrupted

for 23 minutes by an engineer who needed to ask her some questions. Joyce then continued coding until 12:06 when she quit for lunch. After lunch, she put a Do-Not-Disturb sign on her door and forwarded her phone to the reception center. Joyce then worked from 1:11 until 2:16, when she completed coding. After a break, she started on the code review at 2:26, and worked until 3:54 (CDR). She then called Craig and Pete to see how soon they could do a code inspection. Before starting on another task, Joyce sent them copies of her source code and asked them to review it before they met first thing in the morning for the inspection.

Day 4: On Thursday at 7:45, Joyce, Craig, and Pete began the code inspection and worked until 9:11 (Code I). She then took a break and worked on fixing the inspection defects from 9:19 until 9:43 (Code I). At 9:43, Joyce started compiling her program. She had to repair only two defects, so she was finished at 9:55 (Comp). She was so pleased with the way compiling went that she decided to start immediately on unit testing (UT). She ran into a design problem that took more than half an hour to fix, and she found and fixed one other problem in less than a minute. She completed unit testing at 11:39. In this time she had two interruptions of 11 and 26 minutes. After taking a break for lunch, Joyce worked from 12:41 to 1:28 to complete the postmortem on her work (PM).

[<- PSP Familiarization Exercises](#)

Exercise 1: Tracking Time

[Exercise 1: Time Recording Log: Form LOGT ->](#)

[Contents](#) [List of Forms](#) [Tool Instructions](#)

Copyright 2000 Addison Wesley Longman, Inc. All rights reserved

TSPi Time Recording Log Instructions: Form LOGT

Purpose	<ul style="list-style-type: none">● Use this form to record the time spent on each project task General
General	<ul style="list-style-type: none">● 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 forget to record the starting, stopping, or interruption time for a task, promptly enter your best estimate.
Header	<ul style="list-style-type: none">● Enter your name, date, team name, and instructor's name.● Name the part or assembly and its level.● Enter the cycle number.
Date	<ul style="list-style-type: none">● Enter the date when you made the entry.● For example, 10/18/99.
Start	<ul style="list-style-type: none">● Enter the time when you start working on a task.● For example, 8:20.
Stop	<ul style="list-style-type: none">● Enter the time when you stop working on that task.● For example, 10:56.
Interruption Time	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● Enter the name or other designation of the phase or task you worked on.● For example, planning, code, test and so on.
Component	<ul style="list-style-type: none">● If the task was for a unique component, enter the name of the component.
Comments	<ul style="list-style-type: none">● 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

[<- Exercise 1: Time Recording Log: Form LOGT](#)

Exercise 1: Time Recording Log Instructions: Form LOGT

[Exercise 2: Defects, Code Reviews, and Checklists ->](#)

[Contents](#) [List of Forms](#) [Tool Instructions](#)

Copyright 2000 Addison Wesley Longman, Inc. All rights reserved