# After Care and Planet Startup Project Summer of 2018

# [First and last name]- Projects and Activities for the week of \_\_\_/\_\_\_/18

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project** | **Specific Task** | **Estimated time** | **Actual Time** | | | | |
| Example: Module # or Meeting |  |  | M | T | W | R | F |
|  |  | X hours |  |  |  |  |  |
|  |  | X hours |  |  |  |  |  |
|  |  | X hours |  |  |  |  |  |
|  |  | X hours |  |  |  |  |  |

# [First and last name]- Actuals for week of \_\_\_/\_\_\_/18

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Specific Task** | **Estimated time** | **Actual Time** |
|  |  | X hours | X hours |
|  |  | X hours | X hours |
|  |  | X hours | X hours |
|  |  | X hours | X hours |

## Guidelines for Use

1. This document will be used to track your hours. Be sure not to exceed the number of work hours agreed upon.
2. DON’T get too detailed
   * should take 10-15 minutes to complete
   * aim for listing 3-5 items per heading
3. Update it each Monday
   * save-as Last Name, First Name date (ex. 061818)
   * total the hours spent vertically each day...and then horizontally at the end of the week
4. Print it
   * Sign, scan, and email to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Save a copy for your records