

Project: [SPECIFY PROJECT] Example: Firmware Test

Date: [SPECIFY DATE] February 18, 2025

Key People: [INSERT NAMES OF KEY PERSONNEL]

Actual Time In and Out of the staff:

|  |  |  |  |
| --- | --- | --- | --- |
| POSITION | STAFF | TIME IN | TIME OUT |
| Project Manager | [SPECIFY NAME] | [SPECIFY TIME IN] | [SPECIFY TIME OUT] |
| Project Team Member | [SPECIFY NAME] | [SPECIFY TIME IN] | [SPECIFY TIME OUT] |
| Project Analyst | [SPECIFY NAME] | [SPECIFY TIME IN] | [SPECIFY TIME OUT] |
| System Analyst | [SPECIFY NAME] | [SPECIFY TIME IN] | [SPECIFY TIME OUT] |
|  | [SPECIFY NAME] | [SPECIFY TIME IN] | [SPECIFY TIME OUT] |

Scheduled Activities:

|  |  |
| --- | --- |
| TIME | SCHEDULED ACTIVITY |
| 8:00-9:00 AM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 9:00-10:00 AM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 10:00-11:00 AM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 11:00-12:00 NN | [SPECIFY THE SCHEDULED ACTIVITY] |
| 12:00-1:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 1:00-2:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 2:00-3:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 3:00-4:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 4:00-5:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |
| 5:00-6:00 PM | [SPECIFY THE SCHEDULED ACTIVITY] |

Prepared By:

[INSERT NAME AND SIGNATURE]