

PROJECT TIME TRACKING

Period: _____ to _____

PROJECT NAME Alpha Initiative

PROJECT MANAGER Alex Rivers

CLIENT / DEPARTMENT Operations Division

DATE	TEAM MEMBER	TASK CATEGORY	DESCRIPTION OF DELIVERABLES	HOURS	STATUS
Oct 24, 2023	J. Doe	Development	API Integration for payment gateway	6.5	Complete
Oct 24, 2023	S. Smith	Design	High-fidelity wireframes for dashboard	4.0	In Progress
Oct 25, 2023	M. Wong	QA/Testing	User acceptance testing - Sprint 3	3.5	Complete
Oct 25, 2023	J. Doe	Meeting	Stakeholder progress review	1.0	Complete
Total Billable Hours				15.0	

PROJECT MANAGER COMMENTS / NOTES

Generated: Oct 26, 2023

Authorizing Signature