

# PROJECT ACTIVITY TRACKER

Official Documentation Log

Form Ref: TS-2024-A

Project Name: \_\_\_\_\_  
Lead Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Period Ending: \_\_\_\_\_

DATE	ACTIVITY DESCRIPTION	START TIME	END TIME	TOTAL
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**Grand Total Hours**

Employee Signature

Supervisor Approval

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_