



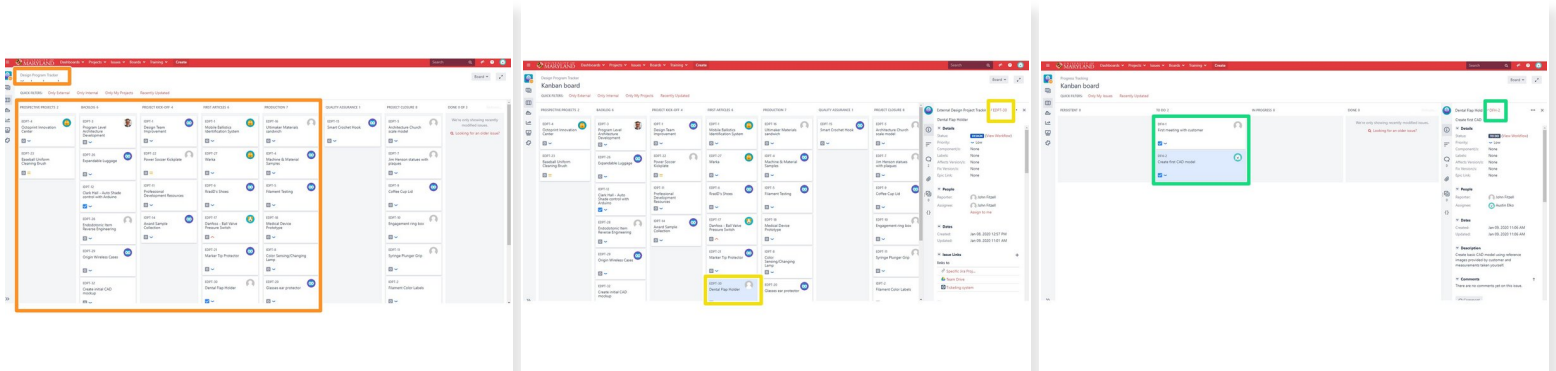
# How to Log Work for Design Projects

This is a step-by-step guide on how to log work for Terrapin Works design projects in proper format.

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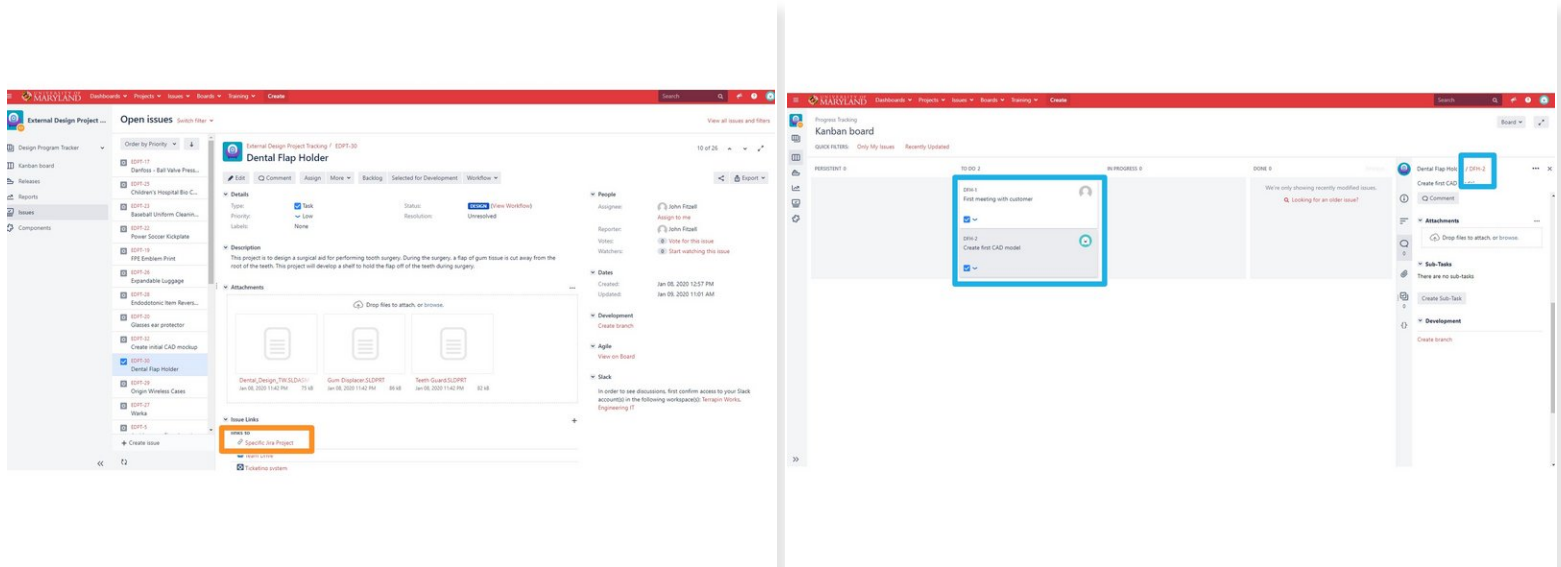
The screenshot shows the "Design Program Tracker" interface. At the top is a red navigation bar with the University of Maryland logo, a search bar, and a "Create" button. Below the navigation bar is a sidebar with a "Design Program Tracker" link highlighted by an orange box. The main content area is a Kanban board with columns: PROSPECTIVE PROJECTS 2, BACKLOG 6, PROJECT KICK-OFF 4, FIRST ARTICLES 6, PRODUCTION 7, QUALITY ASSURANCE 1, PROJECT CLOSURE 8, and DONE 0 OF 3. An orange box highlights the first five columns. Each column contains project cards with titles like "Octoprint Innovation Center", "Program Level Architecture Development", "Design Team Improvement", "Mobile Ballistics Identification System", "Ultimaker Materials sandwich", etc. Each card has a status icon (e.g., a blue circle with a white 'O' or a green circle with a white checkmark) and a dropdown menu. The "DONE" column is currently empty.

## Step 1 — Understanding Jira Organization



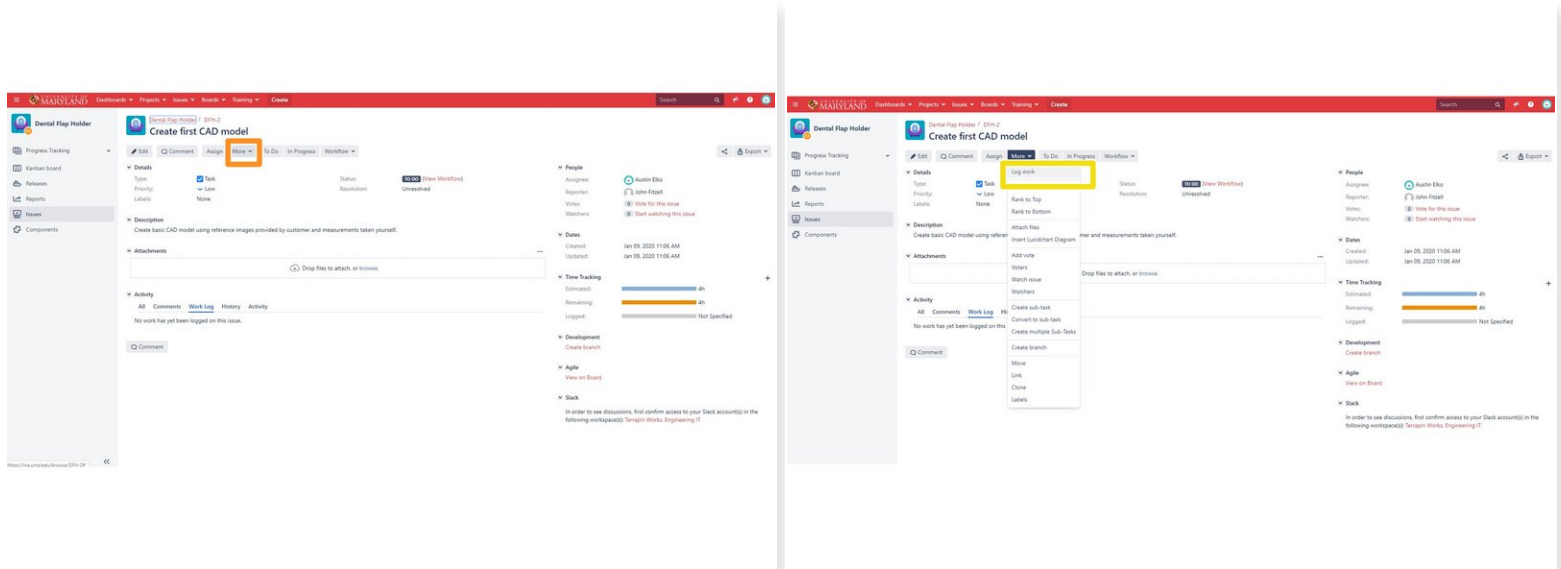
- In this brief tutorial we will be discussing the correct documentation practices for logging work using Jira
- Before we begin you should familiarize yourself with Jira and understand that there are "levels" of organization for this software.
- There is the tracker, which shows all the projects that TW is currently working on.
- The projects, which will have assigned a **PM**, and multiple **SD/SDE** in Jira.
- Lastly, there are the issues, which is what we'll be focusing on in this tutorial for logging work.

## Step 2 — Going from projects to issues



- As a **CD/CDE** you will always be logging work when you are doing any sort of work towards a specific project's issue.
- To access the issues of a specific project go to the project's page and click on the "board" link under **Issue Links**
- Next, you will click on a specific issue or meeting depending on what you are trying to log work for

## Step 3 — From issues to logging work



- Once you've reached the issue page you will then click on **more** that will bring out a drop down menu
- The first option should be **log work**. Click on it

## Step 4 — Proper description practices

The screenshot shows the 'Log Work' dialog box for a task named 'Create first CAD model'. The 'Time Spent' is set to 2h, and the 'Date Started' is 01/26/2020 12:48 PM. The 'Remaining Estimate' is 4 hours. The 'Work Description' field contains the following text: 'Created x1 of CAD model in Solidworks', 'Still need specific dimensions from customer', 'Will meet with customer and show CAD model to get feedback', and 'Will meet with them one week from today'. The description is highlighted with a green box. The dialog also includes sections for 'Details', 'Description', 'Attachments', 'Activity', 'People', 'Dates', 'Time Tracking', 'Development', 'Agile', and 'Slack'.

- Always log any time spent on a project. Learning and Meetings are for logging time that will not be billed to the client. Learning is for time spent doing research or becoming familiar with a software. If a professional wouldn't have to spend time on it, it's generally Learning. When in doubt, log it in Learning, then ask the **PM** for guidance
- The Log Work dialog uses abbreviations for standard time periods m is minutes, h is hours, d is days (8 hours/day), and w is weeks (7 days/week)
- A good description should answer the following questions **What's been done so far? What remains to be done? What are the next steps? How long will they take?** Descriptions should be detailed enough that they can be copied into a status email to the client