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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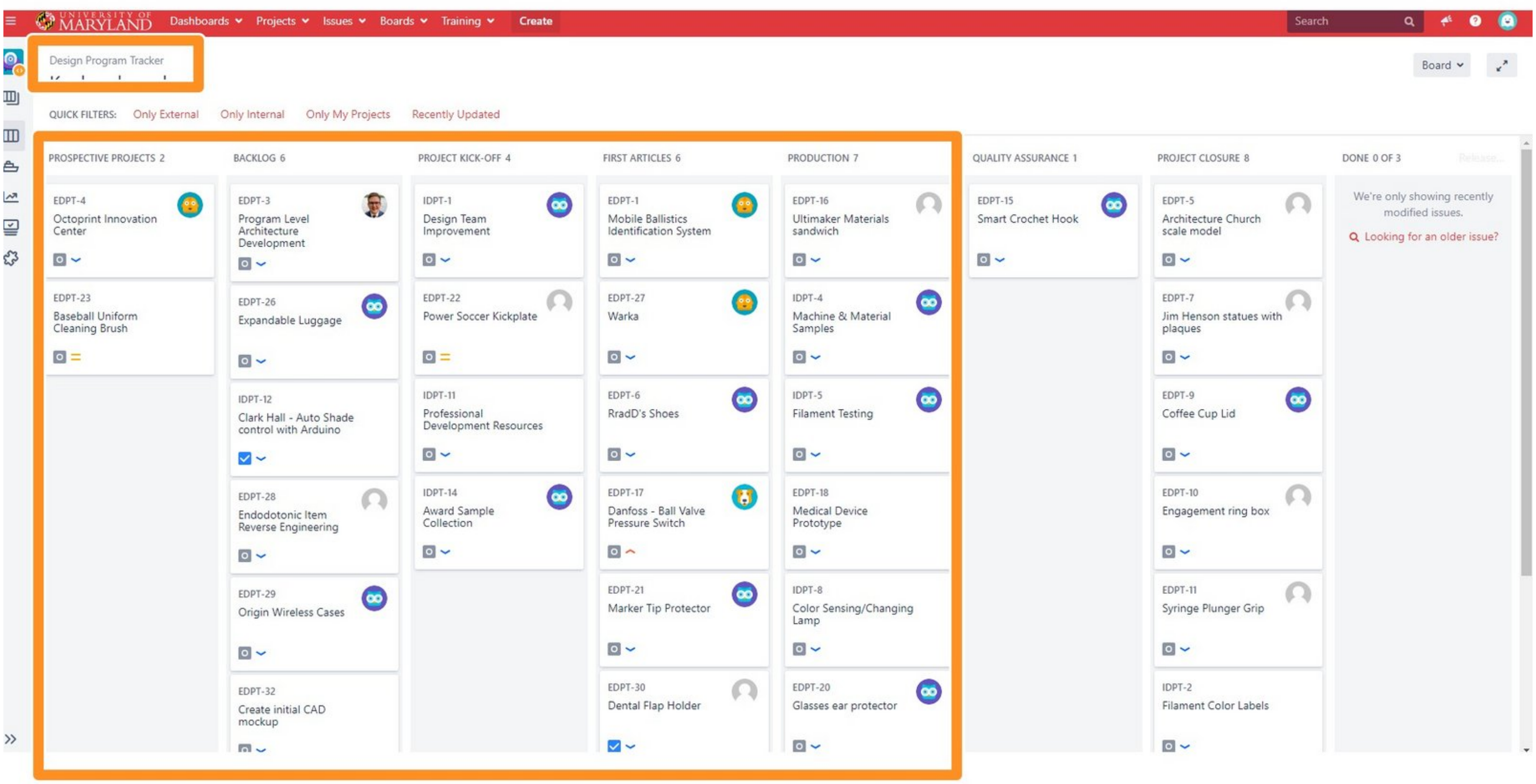
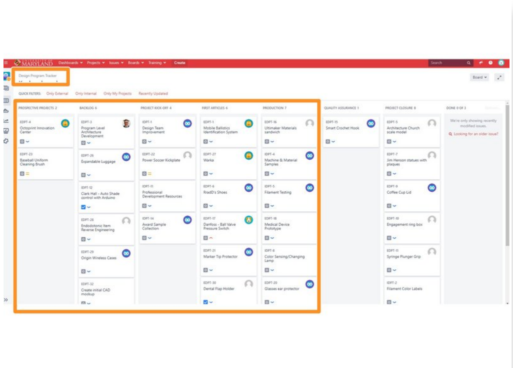
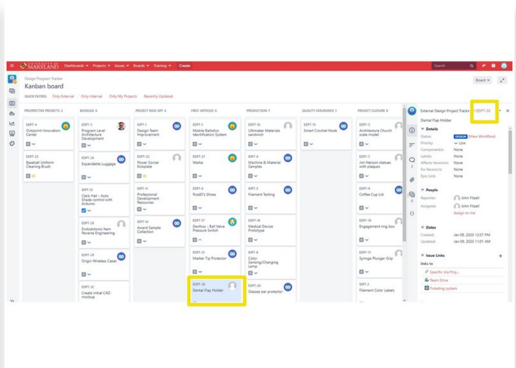
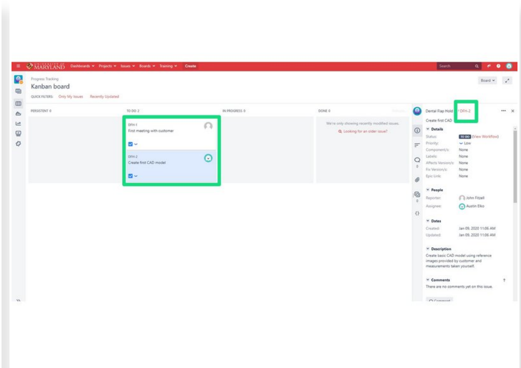
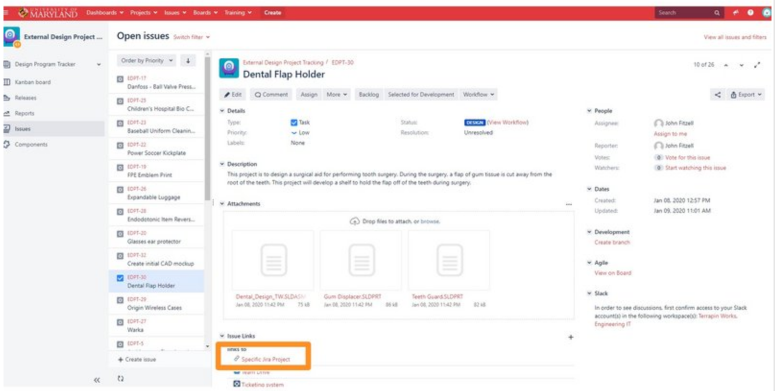


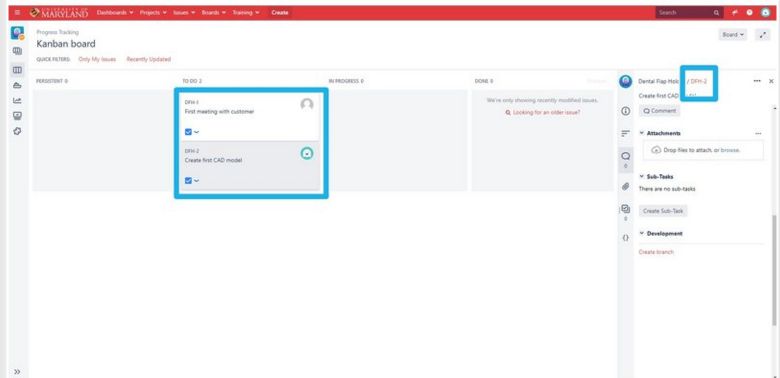
Step 1 — Understanding Jira Organization

- 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.

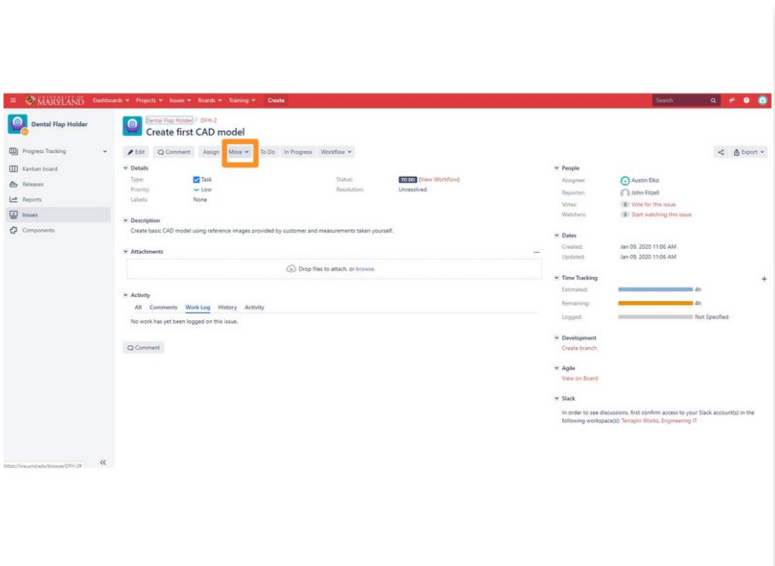
Step 2 — Going from projects to issues

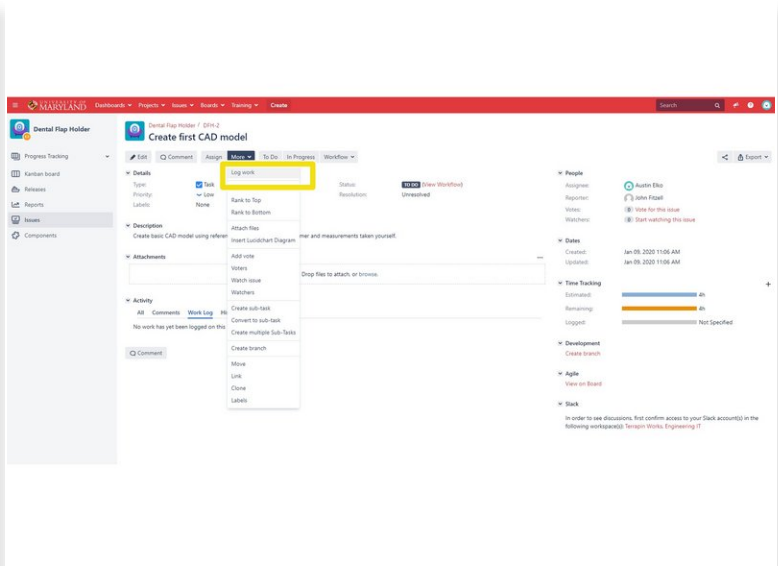




- As a **CD/CDE** you will always be logging work when you are doing any sort of work towards a specific project's issue.
- To access the issues of a specific project go to the project's page and click on the "board" link under **Issue Links**
- Next, you will click on a specific issue or meeting depending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

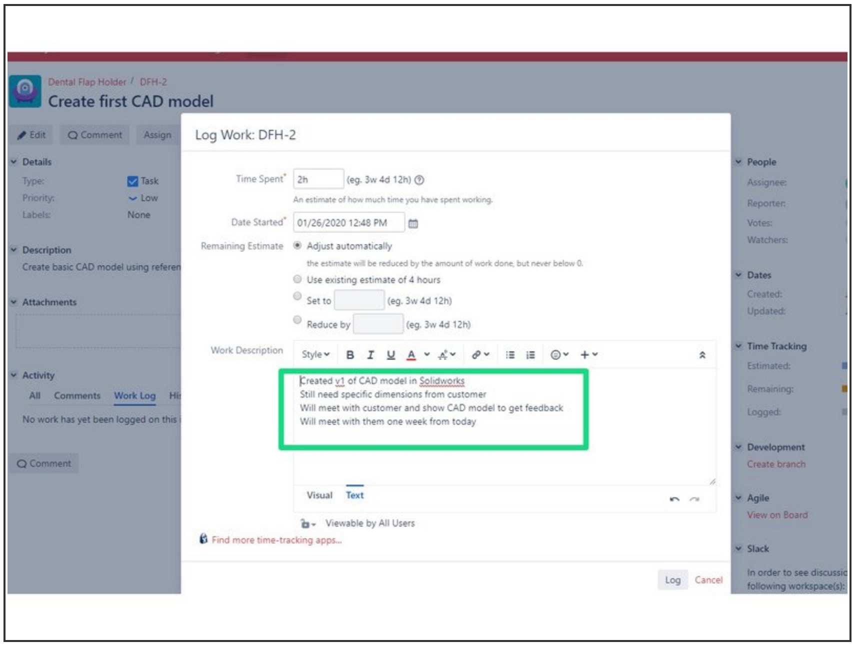
Step 3 — From issues to logging work





- 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



- 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

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