

Reflective Software Engineering

Module 03: Time Recording

(1)



Module Objectives

- Understand why to record time.
- Understand how to record time using Leap.
- Understand how to analyze time records.

(2)



Motivation for time recording

Effective time management is an essential skill for any professional in any discipline.

Generic benefits of time management:

- Focus on important tasks
- More effective working hours
- Better ability to meet commitments
- Better ability to refrain from overcommitment

(3)



Motivation for time recording

Specific benefits from time management in reflective software engineering:

- Help for becoming more focussed on the current high priority task.
- Explicit feedback on the presence of procrastination.
- Explicit data on the value and rareness of "direct hours"

(4)



Limitations

Leap does not implement a "total time management solution".

You should use Leap only to track your direct hours of effort on your most important (top one or two) current tasks.

We view this as a feature, not a bug. :-)

(5)



Leap support for time

Io: a real-time interactive time recording tool

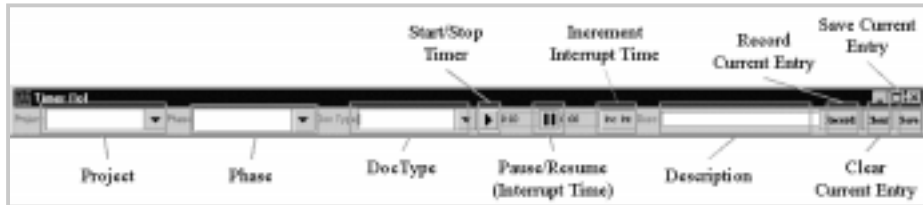
Naia: an "offline" time recording and editing tool

Various analyses and charts related to time.

(6)



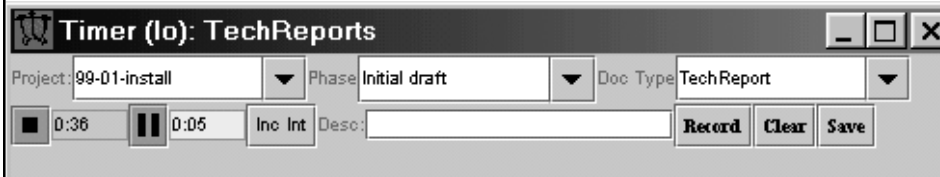
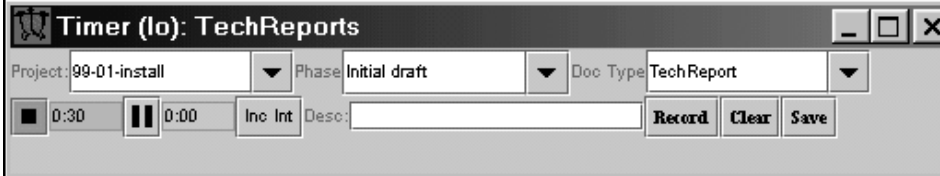
Io



(7)



Example: Io



(8)



Issues for reflection

**How much effort was required for a project?
Was it more or less than estimated? Why?**

**How many days elapsed during the project?
Was it more or less than estimated? Why?**

**How consistently was work performed? During
what times of day was work performed? When
did interrupts occur? What does this data tell
me about how to work more efficiently?**

