

BUSITEMA UNIVERSITY

University Library

Individual Task Tracker & Timesheet System

STAFF TRAINING PROGRAMME



TARGET PARTICIPANTS

Library Graduate Fellows & Library Staff



DURATION

2 Hours 30 Minutes



FACILITATOR

Mr. Kisombo Gerald, Graduate M&E Officer

Training Objective



Purpose of the System

To equip staff with the knowledge and practical skills required to use the Individual Task Tracker & Timesheet System for recording daily activities, monitoring work progress, and generating accurate monthly reports.



DURATION

2 Hours 30 Minutes



PARTICIPANTS

Library Graduate Fellows & Staff



FACILITATOR

M&E Officer - Mr. Kisombo Gerald

BY THE END OF THIS TRAINING

Learning Outcomes

Participants will be able to:

1

Understand the purpose of the Task Tracker & Timesheet System

2

Complete the Timesheet accurately

3

Monitor task progress using the Task Tracker

4

Review and interpret the Monthly Report

5

Understand the Individual Dashboard

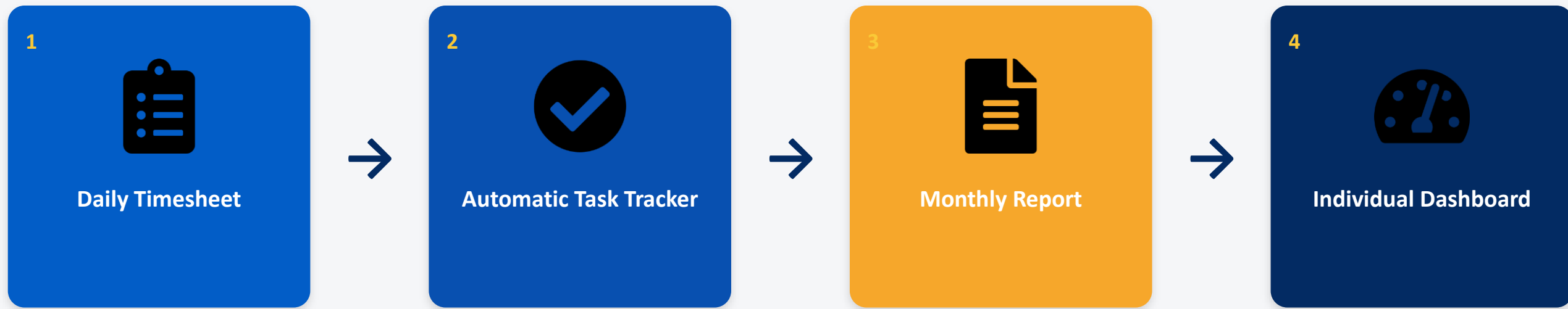
6

Apply best practices for timely and accurate reporting

Training Agenda

TIME	SESSION	FACILITATOR
14:00 – 14:25	Registration and Opening Remarks	M&E Office
14:25 – 14:45	Introduction to the Task Tracker & Timesheet System	M&E Officer
14:45 – 15:05	Session 1: Completing the Daily Timesheet	M&E Officer
15:05 – 15:25	Session 2: Understanding the Auto Task Tracker	M&E Officer
15:25 – 15:45	Session 3: Reviewing the Monthly Report	M&E Officer
15:45 – 16:00	Session 4: Understanding the Individual Dashboard	M&E Officer
16:00 – 16:20	Practical Exercise	Participants
16:20 – 16:30	Questions, Feedback and Closing Remarks	M&E Office

System Workflow



The workflow runs automatically once the Daily Timesheet is completed — no manual re-entry required at any later stage.

Session 1: Daily Timesheet



Staff should complete the Timesheet at the end of each working day.



BEST PRACTICE

Complete the Timesheet before leaving work each day.

Best-practice habit locks in accuracy while the day's work is still fresh in mind.

Information Required



Date



Project / Programme



Activity Performed



Start Time



End Time



Hours Worked



Output / Deliverable



Status



Remarks

Session 2: Auto Task Tracker

The Task Tracker automatically captures information entered in the Timesheet — no manual entry is required.



Monitor completed tasks



Track ongoing activities



Review pending
assignments



Monitor work progress



No manual entry is required — the tracker updates itself directly from the Timesheet.

Session 3: Monthly Report

The Monthly Report automatically summarizes:

✓ Activities completed

✓ Hours worked

✓ Pending activities

✓ Key achievements

✓ Workload distribution



BEFORE SUBMISSION

Staff should review the report before submission.

A quick review catches errors early and keeps institutional data reliable.

Session 4: Individual Dashboard

The Dashboard provides a visual summary of performance and updates automatically.



Total Hours Worked



Completed Tasks



Pending Activities



Monthly Productivity



Task Completion Trends



The Dashboard updates automatically — no separate data entry is needed.

Practical Exercise

Participants will:

- 1** Complete a sample Timesheet
- 2** Confirm that the Task Tracker updates automatically
- 3** Review the generated Monthly Report
- 4** Verify the Dashboard indicators

Staff Responsibilities



Update the Timesheet daily



Submit complete and accurate information



Record activities honestly



Meet reporting deadlines



Review reports before submission



Report any system issues promptly

Best Practices



Update the Timesheet daily



Keep task descriptions brief and clear



Record actual working hours



Avoid duplicate entries



Review reports regularly



Ensure all required fields are completed



SUPPORT

For assistance regarding the system, contact the Monitoring and Evaluation Officer.

Email: geraldkisombo73@gmail.com

Contact: 0774136464/0753240194



Thank You

“Accurate data is the foundation of effective monitoring, informed decision-making, and improved institutional performance.”

Meeting link: meet.google.com/mqc-btst-nbn