

# Timesheet

FINAL

CONSULTANT

**Charl Fourie**

AGREEMENT TYPE

—

CLIENT

**Greenfield Digital**

CLIENT NUMBER

**GD-2026**

PERIOD

**April 2026**

GENERATED

**14 May 2026**

## DAILY HOURS

Date	Billable Hours	Comment
01 Wed	8h 15m	Actual
02 Thu	8h 00m	Actual
03 Fri	—	Good Friday
04 Sat	—	Actual
05 Sun	—	Actual
06 Mon	—	Family Day
07 Tue	8h 00m	Actual
08 Wed	8h 30m	Actual
09 Thu	8h 00m	Actual
10 Fri	7h 30m	Actual
11 Sat	7h 00m	Actual
12 Sun	—	Actual
13 Mon	—	Actual
14 Tue	—	Actual
15 Wed	—	Actual
16 Thu	—	Actual
17 Fri	—	Actual
18 Sat	—	Actual
19 Sun	—	Actual
20 Mon	—	Actual
21 Tue	—	Actual
22 Wed	—	Actual
23 Thu	—	Actual
24 Fri	—	Actual
25 Sat	—	Actual
26 Sun	—	Actual
27 Mon	—	Freedom Day
28 Tue	—	Actual
29 Wed	—	Actual
30 Thu	—	Actual
<b>Total</b>	<b>55h 15m</b>	

# Work Breakdown

FINAL

Actual billable activity — April 2026

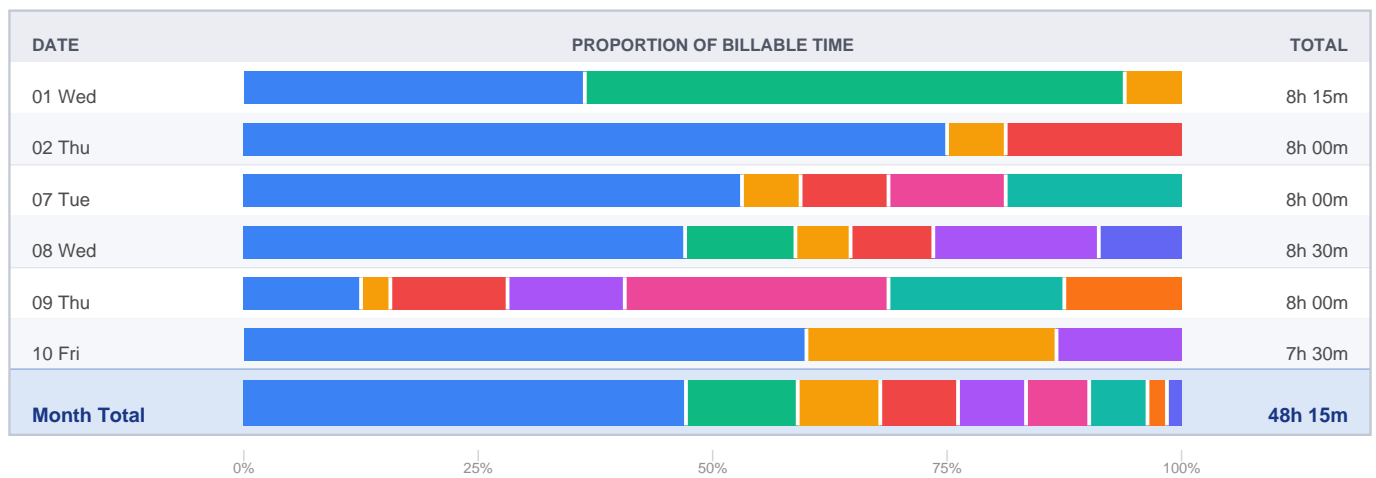
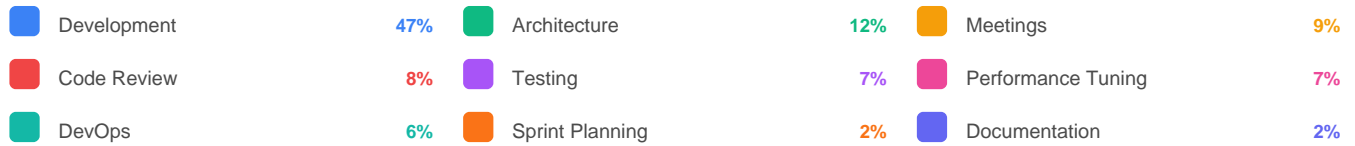
ACTUAL BILLABLE

**48h 15m**

DAYS LOGGED

**6**

## BILLABLE HOURS BY CATEGORY



# Ticket Breakdown

FINAL

Ticket time — April 2026

TOTAL TICKET TIME

45h 00m

TICKETS WITH TIME

8

	1 Apr	2 Apr	7 Apr	8 Apr	9 Apr	10 Apr	11 Apr	TOTAL
TOTAL	7h45	6h	7h30	7h	5h45	5h30	5h30	45h 00m
GD-101	3h	3h	4h15		1h			11h 15m
GD-107	2h			3h	1h		2h	8h 00m
GD-105	2h45			1h45		2h	1h	7h 30m
GD-102		3h	45m	1h30			1h	6h 15m
GD-103			1h		2h15	2h30		5h 45m
GD-104			1h30		1h30			3h 00m
GD-106				45m			1h30	2h 15m
GD-109						1h		1h 00m

## KEY

GD-101	User authentication flow redesign	11h 15m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-107	Notification service integration	8h 00m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-105	Database schema migration v3	7h 30m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-102	API rate limiting implementation	6h 15m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-103	Dashboard performance optimisation	5h 45m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-104	CI/CD pipeline improvements	3h 00m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-106	API documentation refresh	2h 15m	<div style="width: 100%;"><div style="width: 100%;"></div></div>
GD-109	Load testing Q1 report	1h 00m	<div style="width: 100%;"><div style="width: 100%;"></div></div>

Cell colour intensity reflects time logged relative to the highest single-day value in this period.

# Ticket Coverage

FINAL

Ticketed vs unticketed — April 2026

WITH TICKET

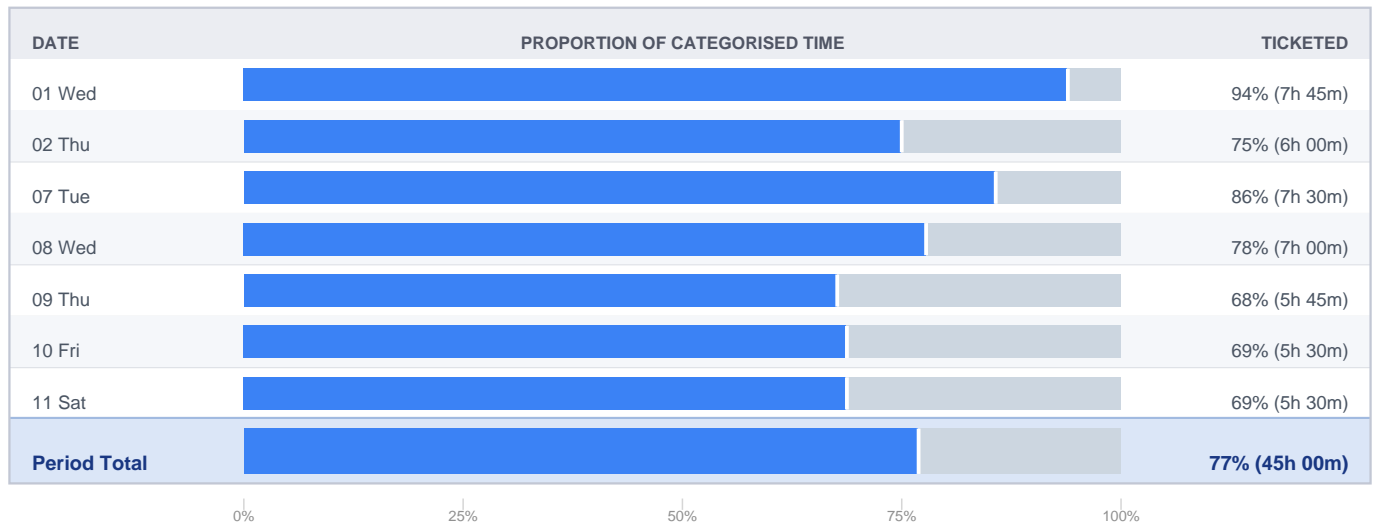
**45h 00m**

WITHOUT TICKET

**13h 30m**

## TICKETED VS UNTICKETED TIME

■ With Ticket 77% ■ Without Ticket 23%



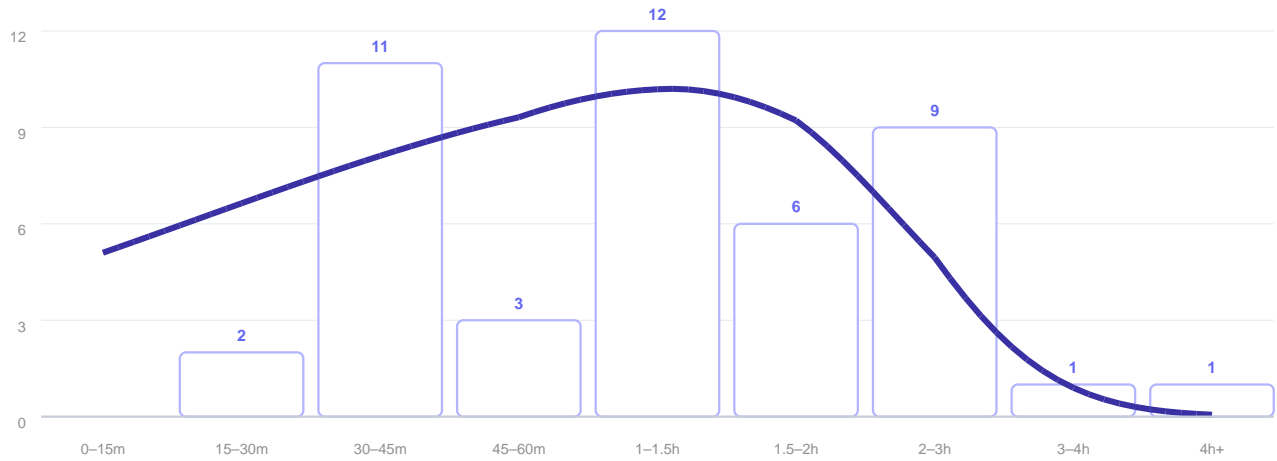
# Focus & Context Switching

FINAL

Session duration distribution — April 2026

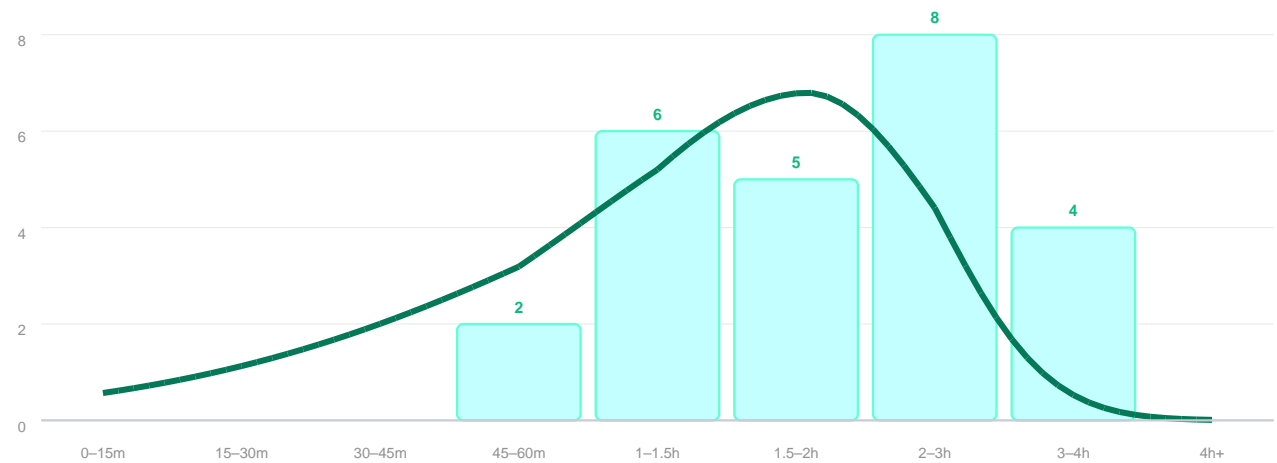
## CATEGORY FOCUS — time on a category before switching

SESSIONS	AVERAGE	MEDIAN	STD DEV
<b>45</b>	<b>1h 18m</b>	<b>1h 00m</b>	<b>1h 00m</b>



## TICKET FOCUS — time on a ticket before switching

SESSIONS	AVERAGE	MEDIAN	STD DEV
<b>25</b>	<b>1h 48m</b>	<b>1h 45m</b>	<b>0h 45m</b>



# Log Entries

FINAL

All log entries — April 2026

## LOGGED ENTRIES

Date	Time	Duration	Category	Description
01 Wed	08:45	0h 30m	Meetings	Standup
01 Wed	09:15	2h 45m	Architecture	[GD-105] Schema migration design
01 Wed	12:00	3h 00m	Development	[GD-101] Auth flow — token storage strategy
01 Wed	15:00	2h 00m	Architecture	[GD-107] Notification service API evaluation
02 Thu	08:30	0h 30m	Meetings	Standup
02 Thu	09:00	3h 00m	Development	[GD-101] Implementing auth middleware
02 Thu	12:00	3h 00m	Development	[GD-102] Rate limiter — sliding window algorithm
02 Thu	15:00	1h 30m	Code Review	Code reviews and PR merges
07 Tue	08:30	0h 30m	Meetings	Morning standup — sprint planning for the week
07 Tue	09:00	2h 15m	Development	[GD-101] Implementing OAuth2 PKCE flow for the new auth module
07 Tue	11:15	0h 45m	Code Review	Reviewing PR #247 — rate limiter middleware
07 Tue	12:00	1h 00m	Performance Tuning	[GD-103] Profiling dashboard queries, found N+1 in user list
07 Tue	13:00	0h 30m	Admin	Lunch break
07 Tue	13:30	2h 00m	Development	[GD-101] Continuing auth flow — adding refresh token rotation
07 Tue	15:30	1h 30m	DevOps	[GD-104] Updating GitHub Actions workflow for staging deploys
07 Tue	17:00	0h 15m	Admin	End of day wrap-up, updating Jira board
08 Wed	08:15	0h 30m	Meetings	Standup — auth flow demo to team
08 Wed	08:45	1h 45m	Development	[GD-105] Running migration scripts against staging DB
08 Wed	10:30	1h 30m	Testing	[GD-102] Writing integration tests for rate limiter
08 Wed	12:00	1h 00m	Architecture	Architecture review — microservice boundaries
08 Wed	13:00	0h 30m	Admin	Lunch
08 Wed	13:30	2h 15m	Development	[GD-107] Integrating notification service webhooks
08 Wed	15:45	0h 45m	Code Review	Code review — notification PR
08 Wed	16:30	0h 45m	Documentation	[GD-106] Updating API docs for new auth endpoints
09 Thu	08:30	0h 15m	Meetings	Standup
09 Thu	08:45	2h 15m	Performance Tuning	[GD-103] Rewriting dashboard queries with proper indexing
09 Thu	11:00	1h 00m	Sprint Planning	Sprint planning — reviewing backlog with PM
09 Thu	12:00	1h 00m	Testing	[GD-101] Final testing of auth flow end-to-end
09 Thu	13:00	0h 30m	Admin	Lunch
09 Thu	13:30	1h 30m	DevOps	[GD-104] Setting up monitoring alerts for new pipeline
09 Thu	15:00	1h 00m	Code Review	Reviewing PRs #251, #252
09 Thu	16:00	1h 00m	Development	[GD-107] Debugging notification delivery failures in staging
10 Fri	09:00	1h 00m	Meetings	Client sync meeting
10 Fri	10:00	2h 00m	Development	[GD-105] Post-migration data validation scripts
10 Fri	12:00	1h 00m	Testing	[GD-109] Running load tests against staging
10 Fri	13:00	0h 30m	Admin	Lunch
10 Fri	13:30	2h 30m	Development	[GD-103] Dashboard query cache layer implementation
10 Fri	16:00	1h 00m	Meetings	Retrospective
11 Sat	08:30	0h 30m	Meetings	Standup — wrapping up sprint items
11 Sat	09:00	1h 30m	Documentation	[GD-106] Writing API changelog for v3.2 release

Date	Time	Duration	Category	Description
11 Sat	10:30	1h 00m	DevOps	[GD-102] Deploying rate limiter to production
11 Sat	11:30	1h 00m	Code Review	Code review — migration rollback scripts
11 Sat	12:30	0h 30m	Admin	Lunch
11 Sat	13:00	2h 00m	Testing	[GD-107] Final integration testing for notifications
11 Sat	15:00	1h 00m	Meetings	Sprint demo to stakeholders
11 Sat	16:00	0h 30m	Admin	Admin — timesheets and expense reports

### LEAVE BOOKINGS

Date Range	Leave Type	Days	Status
16 Mar 2026 – 20 Mar 2026	Annual leave	5	Taken
6 Apr 2026	Annual leave	0.5	Taken

### LEAVE BALANCES

"Accrued to month end" (= accrued + carried over) and "Booked to month end" reflect leave booked up to 30 Apr 2026. "Booked (cycle)" and "Remaining (cycle)" reflect balances as at the end of the current leave cycle.

Leave Type	Cycle Allocation	Carried Over	Accrued to Month End	Booked to Month End	Accrued Remaining Month End	Booked (Cycle)	Remaining (Cycle)
Annual leave	20	17	20.3	5.5	14.8	5.5	31.5
Sick leave	12	0	2	0	2	0	12
Family leave	3	0	3	0	3	0	3

### NOTES

Sprint 14 focus: auth redesign, rate limiting, and dashboard performance. Client approved extended hours for the migration week (7-11 Apr)

### SIGNATURES

<p>CONSULTANT</p> <hr/> <p>Charl Fourie</p> <p>NAME</p>
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<p>CLIENT</p> <p>Acceptance of the above</p> <hr/> <p>NAME</p>
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