


ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	March 2018 – August 2018
Name of the employee	Nicole Lane
Category of Staff	Technician

Date	Activity – Intellectual Output	Hour
20.03.18	Meeting and general text changes to website	1
21.03.18	New webpage and document uploads	4
22.03.18	Slider in workshop materials	2
11.04.18	News, video upload and new page name and updates to site	1
06.07.18	Updating training documents on site	1.5
	Total hours	9.5
7 ½ hours = 1 day	Total days	1

Date	24/08/18	Signature (employee)	
Date	24/08/18	Signature (employer)	