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**Project Timesheet**

You can use this document to keep an idea of how many hours you work on your project. You can record hours in blocks, so totalling up hours you work on your project by day, by groups of days or by weeks, or even by month. During the Project & Impact Evaluation stage of your workflow on MyCareerZone, we will ask you to provide us with a breakdown of how many hours you have worked on your project, so it is important that you keep this document up-to-date.

You will not be assessed based on how many project hours you complete, nor is there a minimum number of hours you are expected to put in to your project. This document is simply allowing us to accurately capture how much time this takes for you to implement your project, and will thus be a measurable output for the Change Agents scheme as a whole.

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| Date/range of dates | Tally of hours completed | Tasks for which hours were used |
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