

Region 10 Quality Assurance Project QA Team Time Sheet

In order to improve the VOICE process, we need some data about the amount of time QA Team members are spending on the reviews. The pilot project will be asked questions about the time commitments of participants and the efficiencies of the process. Please help us by tabulating your approximate amount of time spent doing the following tasks associated with your last Quality Assurance review. Your best estimate will be fine! Combine all travel time on Line 6.

Name: _____ Your QA Team partner: _____

Were you (check all that apply):

Team Leader, training a new team member, or in training?

Date of Feedback Meeting: _____

Time Log:

ACTIVITIES	HOURS SPENT*
1. Reviewing information and setting up preliminary meeting	
2. Preliminary Meeting	
3. Performing the VOICE Review – interviews and phone contacts	
4. Completion of workbooks & Planning for Feedback meeting.	
5. Feedback Meeting	
6. Travel time	
7. Other – please list	
TOTAL	

* Estimate to nearest quarter hour

Feel free to use the rest of this sheet (and back, if desired) to make any comments about the time you spent on this review (efficiency, effectiveness, enjoyment, teamwork, process, etc.).