Time Person Grid Template

Instructions: begin by stating why the time person grid is needed (e.g. details of the problem under consideration). Review the available information to populate the grid. This is a simple process and involves listing the staff members in the left-hand column and then time at which they carried out each activity. By populating the grid you will gain a full picture of what each person was doing at the corresponding time.

Reason for time person grid:								
Time (use 24 hour clock)>								
Staff member (by role)	**Activity**	**Activity**	**Activity**	**Activity**	**Activity**	**Activity**	**Activity**	**Activity**