

# Process Event Log

|                              |                 |                            |
|------------------------------|-----------------|----------------------------|
| Process observed             | Observer / date | Start event                |
| Stop event                   | Parent unit     | Child unit (if any)        |
| Clock convention / time unit | Clock origin    | Time zone (absolute clock) |

Use one clock throughout: elapsed time from a stated origin, or absolute date/times with a time zone. Record one pass through an activity per row, including corrections. Keep participant explanations separate from direct observation. Repeat this page for more records; calculate durations on the Timing Calculation Sheet afterward.

|                                                              |             |                      |          |
|--------------------------------------------------------------|-------------|----------------------|----------|
| Parent ID: _____ Child ID: _____ Activity: _____ Pass: _____ |             |                      |          |
| Queue entry                                                  | Setup start | Work start           | Work end |
| Role / resource: _____ Rework? _____                         |             |                      |          |
| Variant / trigger: _____                                     |             | Factual notes: _____ |          |

|                                                              |             |                      |          |
|--------------------------------------------------------------|-------------|----------------------|----------|
| Parent ID: _____ Child ID: _____ Activity: _____ Pass: _____ |             |                      |          |
| Queue entry                                                  | Setup start | Work start           | Work end |
| Role / resource: _____ Rework? _____                         |             |                      |          |
| Variant / trigger: _____                                     |             | Factual notes: _____ |          |

|                                                              |             |                      |          |
|--------------------------------------------------------------|-------------|----------------------|----------|
| Parent ID: _____ Child ID: _____ Activity: _____ Pass: _____ |             |                      |          |
| Queue entry                                                  | Setup start | Work start           | Work end |
| Role / resource: _____ Rework? _____                         |             |                      |          |
| Variant / trigger: _____                                     |             | Factual notes: _____ |          |