

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: _____	

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