

# TrackTimesheet

## for Microsoft Project Server

TrackTimesheet, a powerful add-on for Microsoft Project Server, enables detailed and comprehensive recording of resource work in projects. The functionalities of TrackTimesheet facilitate convenient input and overview of your employees' worked hours in projects and day-to-day business for a full time record. This provides your organization with an exact analysis of resource work and support conclusions for your business processes and your success.

### The idea

In the standard Microsoft Project Server 2007 basic functionality for the documentation of resource work is already available. With this function, work can be updated once a day for each task. This simple time record, however, is not suitable for a detailed feedback on worked hours, e.g. as a basis for account assignment, a detailed work report or entry of day-to-day business work. This is where TrackTimesheet comes in. Providing its own input interface, TrackTimesheet communicates with Microsoft Project Server via web services to retrieve project plans and to submit the working data. Owing to this architecture, a number of additional data can be recorded and analyzed. Via the TrackProject Server web service, TrackTimesheet is also compatible with the next Microsoft Project Server version. This guarantees a high safety of investment.

Wide details on worked hours can be entered in comfortable forms. All recorded data can be used for activity reports, performance records or progress and work status reports.

Together, Microsoft Project Server 2007 and TrackTimesheet compose a powerful documentation of resource work, as well for projects as for day-to-day business.

The user interface of TrackTimesheet follows Microsoft Project Web Access standards, thus, TrackTimesheet can be opened via the menu structure of Microsoft Project Web Access.

Using approved Microsoft standards, the program handling is easy to learn.

### Task update approval workflow

Central point of TrackTimesheet is the form for submitting task updates. Following fields are available for input:

- **Category:** Selection of an activity category, e.g. consulting, programming, travels time, etc.
- **Actual Work:** Executed work for the selected assignment at the selected day
- **Billable Work:** Part of the work which is billable (basis for invoice)
- **Comment:** Comment about the executed work
- **Remaining Work:** Estimated remaining work before the end of the assignment, alternate
- **Approximate End:** Estimated end date of the assignment
- If required, planned work can be shown in the working table.

These fields are always related to the selected task in the task list. Several task updates per day can be registered for each task. These updates can be distinguished from each other through different activity categories.

### Project, task and assignment information display

After a task has been selected in the task grid, following information are displayed in the bottom area:

- Project information about the project of the selected task
- Task information about the selected task
- Assignment information about the work assigned to the resource.

Project & Task Selection		3/30/2009							CW 14	Sum
Activities	Mo	Tu	We	Th	Fr	Sa	Su			
<b>TD-Implementation</b>										
↳ Planning	4.00	7.00							11.00	
Calculated	6.67	6.67							13.33	
<b>TTS-Implementation</b>										
↳ Planning	1.00		2.00						3.00	
Calculated	6.67	6.67							13.33	
↳ Implementation										
Module 1	1.50		1.00						2.50	
Calculated	2.00	2.00	2.00	2.00					8.00	
Module 3	2.00		1.00						3.00	
Calculated	1.70	1.70	1.70	1.70	1.70				8.50	
↳ Training										
Administration									0.00	
Calculated	0.80	0.80	0.80	0.80					3.20	
Synchronization Data			0.50						0.50	
Calculated	1.32	1.32							2.63	
Division 2									4.00	
Calculated	1.00	1.00	1.00	1.00					4.00	
<b>TH-Implementation</b>										
↳ Planning			0.50						0.50	
Calculated	6.67	6.67							13.33	
↳ Implementation										
Module 1	0.50		2.00						2.50	
Calculated	2.00	2.00	2.00	2.00					8.00	
↳ Training										
End User									0.00	
Calculated	0.57	0.57	0.57	0.57	0.57				2.83	
Administration									0.00	
Calculated	8.00	8.00	8.00	8.00					32.00	
Division 1									0.00	
Calculated	8.00	8.00	8.00	8.00					32.00	
<b>Sums</b>	<b>9.00</b>	<b>8.00</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.00</b>		
Total Calculated Work	45.38	45.38	24.07	24.07	2.27	0.00	0.00	141.17		



## Filter selection

For a better task overview, following filters are available in the task list:

- Selection of tasks belonging to a particular project.
- Selection of tasks which are to be updated in the selected time period.
- Selection of tasks which still have been uncompleted, finished tasks will not be displayed anymore.

The last filter settings are saved and the view will be displayed as selected the next time TrackTimesheet will be used.

## Reports and analysis overviews

Following reports are available for data analysis in operative and organizational departments:

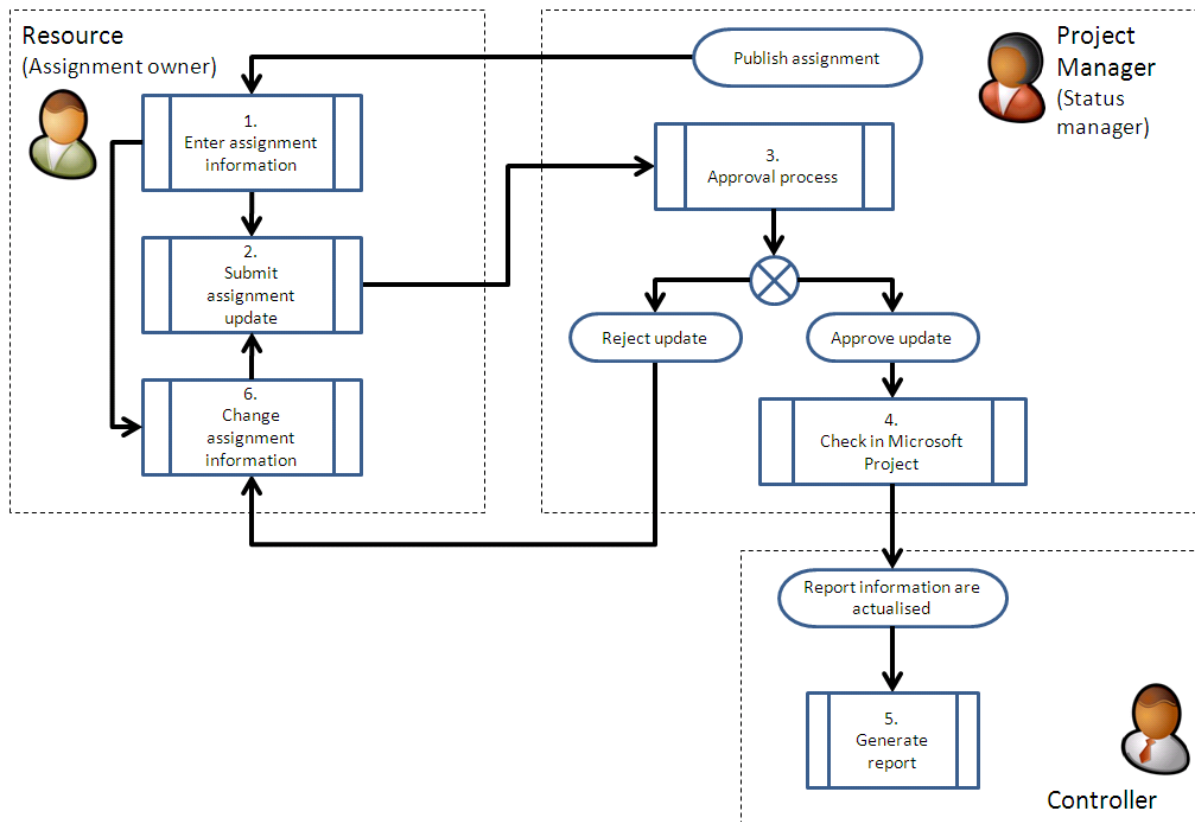
- Complete activity list for the resource
- Task updates overview with filters, for approval from status manager
- Overview of all task updates of the signed in resource
- Overview of all projects, resources and tasks for analysis in a preconfigured Excel pivot table

After the task update is submitted, it is sent to the manager (usually the status manager of the task) for approval. The

manager controls the data accuracy in his TrackTimesheet overview. If the data is incorrect, he can rectify the values of the fields billable work, remaining work and approximate end, enter a comment, or completely reject the task update. If he validates the update, it will be sent to Project Server for a final check and approval.

## TrackTimesheet Benefits

- Several time records per day
- Categorizing and comment per record possible adjustable to your requirements
- Extensions to your requirements
- Effective analysis for updater / approver and decision maker (e.g.: quick overview of all still not approved records)
- Possibility to enter a different amount of billable work
- Ease of use
- Several export interfaces
- Ready for interfaces to other time-recording systems
- Ready for interface to SAP CATS via PS Link
- Ready for Microsoft Project Server 2010



## Extensions for TrackTimesheet

### Subsidiary Feedback and Approval

Normally in TrackTimesheet tasks are submitted by the employees who are assigned for the task. In case the employee does not have a web access, the definition of substitute rules may be helpful. Together with the TrackTimesheet extension TrackDeputy provides comfortable features to organize subsidiary feedback.

### Booking Locks

Billable work data submitted in TrackTimesheet can be used as a base for account assignment and internal cost allocation. In this case task submission for closed booking periods must be refused. The extension Booking Locks of TrackTimesheet provides several options to deny submissions for special tasks or special periods.

If you have any further questions concerning TrackTimesheet or other SOLVIN solutions do not hesitate to contact us.



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