



Background

Business professionals often face the tough job of choosing the right timesheet system for their enterprise. The wrong system can lead to lost productivity, less informed decision making, extensive project delays or worse. Often the choice comes down to an ERP system, an HR system (such as SAP, Oracle or PeopleSoft) or PlanView®.

This paper will discuss seven reasons why PlanView is the right choice to help you manage time sheets far more efficiently and effectively.

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PlanView offers a comprehensive IT portfolio management solution that optimally balances the supply of IT resources with business demands. It maximizes business value by applying best practices and portfolio management disciplines to strategies, projects and the delivery of business services.

1. Ensure that no work is forgotten, while saving time for team members

How do your project team members select the actual work they perform each week? In most IT organizations today, professionals are working on many projects and supporting a number of services at the same time. Often they do not have a formal way to review all their assignments and find which ones are the most pressing or important. They simply review all incoming and filed emails, look through the folders they have on their desk, or start working on whatever project a proactive project manager chooses for them. This is far from the ideal way to select and prioritize work in a multi-project environment.

PlanView portfolio management software eliminates this problem. When team members open their timesheets, the software automatically scans all projects and non-project work to show:

- What tasks are scheduled to start that week.
- What tasks they worked on last week but did not report as finished.

This will eliminate the possibility of a key task being forgotten or accidentally delayed.

Pick from all Current Activities
to add to the Timesheet of
Liz Carter

Sunday 10/23/2005 to Saturday 10/29/2005

Auto-Add Items

Description	Project	Work ID
<input checked="" type="checkbox"/> Activity: General Administrative Work	Standard Work Activities	NA

Last Reported Work

Description	Project	Work ID
<input type="checkbox"/> Phase: Development	Purchasing Web Site	PWS-270
<input type="checkbox"/> Phase: Project Closure	Purchasing Web Site	PWS-270
<input type="checkbox"/> Task: Analyze System Enhancement Request	Tax Accounting IMS Update	TAU-004
<input type="checkbox"/> Activity: General Administrative Work	Standard Work Activities	NA

Last Reported Support Ticket

Description	Parent	Work ID
<input type="checkbox"/> Install ERP Service Pack	Customer Support Tickets	0000162-1000

Allocated Work

Description	Project	Work ID
<input checked="" type="checkbox"/> Task: QA and CM	Business Objects Enterprise v6.0 Implementation	BOE-089
<input checked="" type="checkbox"/> Phase: Review Current Vision/Strategy	New Point-of-Sale System Implementation	NPS-901
<input checked="" type="checkbox"/> Activity: General System Support/Maintenance Work	Standard Work Activities	NA

[Select All](#)
[Clear All](#)

Figure 1: PlanView software prioritizes work for all team members at the start of each week.

2. Save your project managers from chasing status

Most project managers find out the current status of their projects by holding meetings, sending emails, making phone calls, and relying on other methods that are unstructured, informal and often inefficient. In addition, chasing status information takes time that would be better spent actually managing projects.

With PlanView's product, staff members can give project managers instant status on all projects, along with the weekly time spent against tasks.

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Weekly	Total	Overtime	Regular	Contributor Estimate
PWS-270 - Purchasing Web Site												
Phase: Development									8.25 h			
Standard Time		8.25							8.25 h	0 h	8.25 h	
Calc. Remain 150h												
Phase: Project Closure									0 h			
Standard Time									0 h	0 h	0 h	
Calc. Remain 150h												
TAU-004 - Tax Accounting IMS Update												
Task: Analyze System Enhancement Request									0 h			
Standard Time									0 h	0 h	0 h	
Calc. Remain 0h												
Standard Work Activities												
Activity: General Administrative Work									0 h			
Standard Time									0 h	0 h	0 h	
Total	0 h	8.25 h	0 h	0 h	0 h	0 h	0 h	0 h	8.25 h	0 h	8.25 h	

Figure 2: Users enter time against all work and estimate the time to complete the project deliverable

In the screen above, the timesheet user has the ability to enter a 'Contributor Estimate' (estimate to complete) for each task. You can selectively impose business rules requiring the entry of 'Estimate to Complete' whenever the timesheet user exceeds the estimated hours for a task.

Time reported is integrated back to the project schedule, ensuring accurate task status. The PlanView solution will automatically report an Actual Start when the first team member reports time to a task. Percentage complete for each task is automatically calculated based on all the time entered by the team members on each task. When all team members have checked the task as complete, an actual finish date is reported, using the last date any time was reported to the task.

3. Take advantage of historical views of where resources spent their time

PlanView functionality provides the ability to manage resource utilization for planned work. By collecting timesheets, you now have the ability to research how resources actually spend their time.

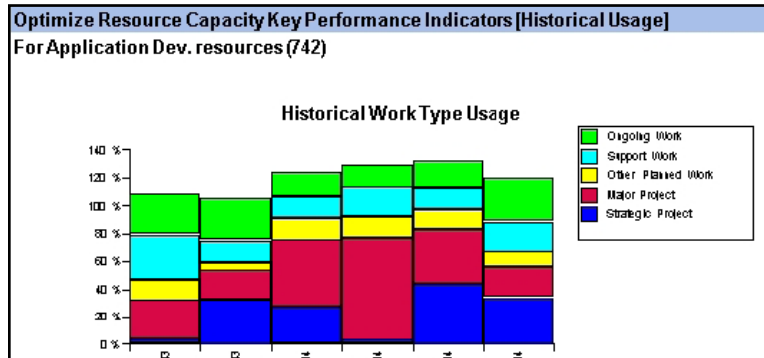


Figure 3: Aggregation of resource utilization

4. Support Sarbanes-Oxley risk management requirements

Sarbanes-Oxley requires timely risk management. Today, many IT organizations rely on status meetings to raise risks. With PlanView software, the team members closest to the work can identify issues directly on their time sheet and initiate a real-time notification.

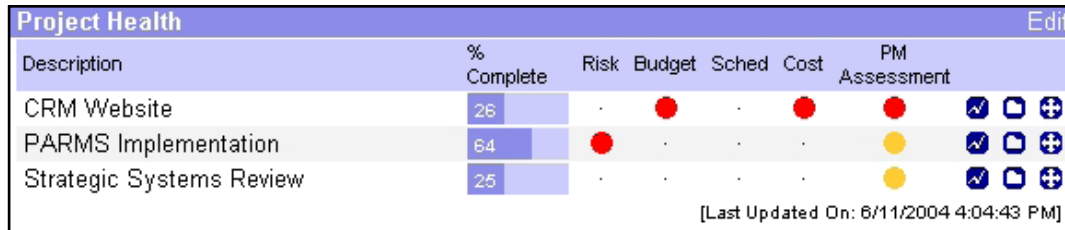
The screenshot shows the "Edit Risk Detail" interface for "PARS Implementation". It includes the following fields and values:

- Initiated By: John Rogers
- Initiated On: 4/19/2005
- Description: Development Work Delayed
- CRI#: R-938
- Detail: A key development resource for the PARS project, Tom Matthews, had to spend time helping with the CRM Website project.
- Attributes: CRI Priority: Urgent; CRI Status: Past Due
- Risk Identification: CRI Type: Schedule
- Risk Triggers: Tom Matthews pulled off PARS project to work on another priority project - CRM website.
- Impact Analysis: Risk Severity: Minor (less than 1 week or 5K); Probability: 100 % likely to occur (number between 1 and 100); Risk Value: \$250,000.00
- Risk Response: Risk Response Plan: Tom Matthews will have to work overtime to make up lost time or another resource will need to be added.

Figure 4: The PlanView solution enables risk management

With PlanView, all risk, change, issue, effort and cost information is stored in detailed logs to support Sarbanes Oxley's audit and transparency requirements.

PlanView software allows users to automatically escalate issues, maintaining a comprehensive risk log. In addition, you can easily see the risk status in portfolio, program and project dashboards.



Description	% Complete	Risk	Budget	Sched	Cost	PM Assessment	
CRM Website	25	.	●	.	●	●	⚙️ 📁 ➕
PARMS Implementation	64	●	.	.	.	●	⚙️ 📁 ➕
Strategic Systems Review	25	●	⚙️ 📁 ➕

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Figure 5: Status indicators for key project metrics

5.Improve governance by enhancing collaboration across your workforce

With the PlanView solution, you can automate governance processes by including team members from all locations in lifecycle workflows to improve integrated decision making. Your team members will automatically be notified to contribute estimates, alignment assessments and architectural fit so that stakeholders can make decisions based on the most comprehensive, recent information available.

Most IT organizations and most project teams are distributed across geographical distances. With PlanView software, your team members are just one or two clicks away from many different web-based collaboration areas to facilitate communication.



The screenshot displays the PlanView Project portal for 'PARMS Implementation'. The interface includes a navigation menu on the left with sections for 'Project Schedule Status', 'Members', and 'Project Content'. The main content area shows the project's lifecycle stage (Define, Justify, Scope & Plan, Mature, Deploy & Audit, Analyze Benefits) with 'Scope & Plan' highlighted. Below this, there are sections for 'Announcements', 'Events', 'Discussions', and 'Changes, Risks, and Issues'. The 'Discussions' section shows a 'General Discussion' with 2 messages and a 'UI Issue Resolution' with 2 messages. The 'Changes, Risks, and Issues' section indicates '1 Risk is Past Due'. The 'Project Content' section lists various documents such as 'Change Control Document', 'Final Project Report Document', 'Project Charter Document', 'Requirements Specification Document', 'Status Change Cancelled Document', 'Status Change Completed Document', and 'Status Change Denied Document'.

Figure 6: Discussion groups and message boards facilitate team communication

6. Accurately capture costs to support GAAP capitalization rules

Today, many IT organizations are at risk of failing audits in the area of software capitalization. It is no longer acceptable to come up with figures based on pro-rating team member's time based on assumptions. Your software capitalization figures need to be backed up by details such as who reported time, on what date, and to what type of work in each project. Training costs, for example, are not capitalizable, so if there is a training phase in your capitalizable project, this should not be capitalized.

PlanView portfolio management software eliminates this problem. As your team reports time against work items, the task, phase or other item will automatically be designated as 'capitalizable' or not. With PlanView, each new project will inherit this attribute from your model work breakdown structures.

Bottom line — With PlanView timesheets, you will be able to fully support any software capitalization audit by maintaining the detailed charges by person and date against specific capitalizable work. This will be transparent to the end user entering time since the attribute is automatically set as part of the project modeling workflow.

7. Easily integrate with accounting systems

PlanView provides a module for controlled, auditable transfer of timesheet information to your accounting system. PlanView's "Financial Repository" allows you to correct timesheets submitted in previous accounting periods and automatically send appropriate debits and credits to your accounting system. Your project time-phased actuals will be accurate while meeting the requirements of your accounting process.

Summary

Why collect time at a summary level when you can collect it at a level that will allow you to take control of your work and resources? By capturing time in PlanView portfolio management software, you will be able to measure and manage work better.

Since 1989, PlanView has been a market leader and trusted partner in software for comprehensive IT management. Our flagship product line brings the most comprehensive IT management solution to the market, combining adaptive IT management best practices, best of breed resource management and portfolio management software. PlanView enables business leaders to integrate the decision-making process to improve alignment of IT resources with business strategies. We serve an active and growing global customer community of over 400 organizations in financial, insurance, healthcare, government and other industries. PlanView is privately held and has been profitable for over a decade. For more information visit www.planview.com.

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