

# TIME MASTER™

## ... essential time management

Time Master™ is a timesheet system with efficient data collection features and powerful analysis and reporting capabilities.

So now you can manage time by knowing where the effort is being spent down to the project, work package, job code and staff level.

The screenshot displays the Time Master software interface with several windows open:

- Time Master - Timesheet:** Shows a grid for time entry with columns for days of the week (S, M, T, W, T, F, S) and a 'Total Approved' column. The 'Person' is set to 'Andy The Admin (ATA)' and the 'Week Ending' is '06-Feb-04'.
- Time Master - Bulk Approvals:** A window for managing approvals with filters for Project/Cost Centre, Staff, and Dates.
- Time Master - Reports:** A window for generating reports with filters for Project/Cost Centre, Work Package, Job Code, Staff, and Dates.
- Time Master - Estimations:** A detailed window showing project estimates, including Baseline Estimate, Actuals to date, Estimate to Completion, and various dates (Start Week, Finish Week, etc.).

Manage your most critical "asset" - time...

### Features:

- ✓ Simple data entry
- ✓ Project, work package and job code structure
- ✓ Approved hours control
- ✓ Self-calibrating predictive models
- ✓ Multi-dimensional report filter
- ✓ Resource profile graphs
- ✓ Validity checks on data entry

### Benefits:

- Increased visibility
- Better resource utilisation
- Efficient time recording
- Calibrated forecasts



# Technical Overview

Person: [Andy The Admin (ATA)] Week Ending: < 06-Feb-04 >

Work Package	Job Code	S	S	M	T	W	T	F	Total	Approved
		31	1	2	3	4	5	6		
BID-02 - Training System	7715 - System Architect			1.5					1.5	
BK-A3 - Rel A - Invoices I	7723 - Software Code ar			2	5.6	3			10.6	
BK-A3 - Rel A - Invoices I	7721 - Software Definet				3.25	5	4.3		12.8	
BK-A4 - Rel A - Reports	7723 - Software Code ar			5.4					5.4	NB
MK-GEN - Marketing Ger	7720 - Software Prelim								0.0	
MK-GEN - Marketing Ger	7715 - System Architect								0.0	

Template Active Entries from Previous: 8:35 AM, 5:25 PM, Break: 0:40, Total: 8:10 HHMM

Totals: 8.9 8.8 8.0 9.3 8.0 43.1

Note: Reworked all reports to have the same header style

Approve Week

## Timesheet Entry and Approvals:

- Weekly based entry
- "Template from Previous" function (saves remembering codes)
- Enforced valid Project, Work Package and Job Code combinations
- Approve individual timesheet or via "bulk approval" mechanism (with filtering)

**Bulk Approvals**

Apply Filter:  Filter on Project / Cost Centre: P023 - Bookkeeper Product

Approve Filtered:  Filter on Staff: Andy The Admin (ATA)

Filter on Dates between: < 17-Apr-04 > and < 17-Jun-04 >

Exclude 0 hour entries:

Project / Cost Centre	Person	Work Package	Job Code	Wk Ending	Hrs Approved
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A2 - Rel A - Expenses Data	23 - Software Maintena	19-Dec-03	5:00
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	21 - Software Detailed1	12-Dec-03	8:00
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	21 - Software Detailed1	23-Jan-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	21 - Software Detailed1	06-Feb-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	22 - Software Design W	16-Apr-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	23-Jan-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	30-Jan-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	06-Feb-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	13-Feb-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	20-Feb-04	
P023 - Bookkeeper Prods	Adrian, Andy The (ATA)	BK-A3 - Rel A - Invoices Data	23 - Software Code anc	27-Feb-04	

Summary: Approved: 6, Unapproved: 40, Total: 46

Note: Made mods to report interset class that was needed for the emulator for the GUI display.

**Time Master - Enabled Job Codes**

Project / Cost Centre: P023 - Bookkeeper Product

Available Job Codes:

- 03 - Software Team Management
- 07 - System Prototyping
- 10 - Requirements Analysis
- 26 - Marketing
- 56 - Installation
- 57 - Travel Time
- 63 - Quality Assurance
- 68 - Marketing Technical Support
- 8801 - Engineering Overhead
- 8802 - Computer Administration/Support
- 8802 - Staff Training
- 8901 - Annual Leave
- 8902 - Time in Lieu
- 8903 - Sick Leave
- 8904 - Public Holiday

Enabled Job Codes:

- 01 - Project Management
- 12 - Algorithm Design and Modelling
- 13 - Algorithm Development
- 15 - System Architecture Design
- 20 - Software Preliminary Design
- 21 - Software Detailed Design
- 22 - Software Design Walkthrough
- 23 - Software Code and Programmer's
- 24 - Software Code Inspection
- 25 - Software Function Unit Testing
- 26 - Software Maintenance
- 40 - Integration and Test

Buttons: Enable Selected, Enable All, Disable, << Selected

**Time Master - Reports**

Filter on Project / Cost Centre: OH - Overheads

Select from closed Projects / Cost Centres:

Filter on Work Package: 00 - Overheads

Filter on Job Code: 01 - Project Management

Filter on Staff: Andy The Admin (ATA)

Estimation Stage: BK - Budget

Filter on Dates between: < 13-Dec-03 > and < 04-Jun-04 >

Filter on Approvals: All

Buttons: Data Set, Preview, Print

## Reports and Resource Profiles:

- Detailed and summary reports
- Filter by Project/Department, Work Package, Job Code, staff, date range, and estimation stage
- Resource profiles to analyse trends and resource utilisation
- Timesheet checker to tell you which ones are missing

**Summary by Person to Job Code**

Person	Job Code	Actual	Estimate
Andy The Admin (ATA)	01 - Project Management	1.5	1.5

**Summary by Work Package**

Work Package	Actual	Estimate
00 - Overheads	40.0	40.0

**Summary Actual vs Estimate**

Person	Job Code	Actual	Estimate
Andy The Admin (ATA)	01 - Project Management	1.5	1.5

**Summary by Person to Job Code**

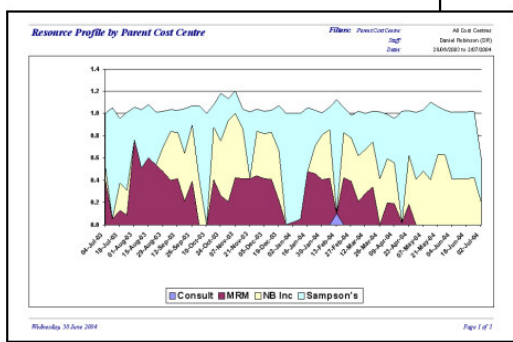
Person	Job Code	Actual	Estimate
Andy The Admin (ATA)	01 - Project Management	1.5	1.5

**Check for Missing / Incomplete Timesheets**

Week ending: < 11-Jun-04 >

Hours per week less than: 40.00

Buttons: Data Set, Preview, Print



## Configuration and Platform Support:

- Configure standard set of Job Codes
- Enable valid Project/Department and Job Code combinations
- Create, enable and close Work Packages for Projects/Departments
- Available for all Windows 32 bit operating systems (XP, NT, Win 2000, etc)