

[previous](#) [Home](#) [next](#)

3.3 Time and Cost Tracking

The basis for the project information system and project invoicing are time and cost tracking. Due to the acquisition components and the centralised filing of data, no project services are “lost”. Fast and simple filing is the foundation for the user to find the necessary approval.

The online time tracking ‘TimeTracker’ is a reliable and easy-to-use tool, in order to record all working and project times down to the minute. The appropriate project employee is only shown the tasks he/she is responsible for and which are still open when logging into the system. Each employee thus receives his/her personal ToDo list of the tasks still to be handled, randomly arranged according to various criteria.

The user-friendly guidance allows for assessments, for example, to be generated from the TimeTracker, time remaining and deadlines to be estimated, the closing of jobs and to be shown information about the individual tasks.

von	bis	Dauer	Arbeitspaket	Bemerkung
Montag, 26.06.2006				
09:00	12:30	3:30 h	Kommen und Gehen	
09:00	12:30	3:30 h	CS07.1-1 Konzeptgespräche - CS07.1 Planung	Integration SAP FI
13:30	18:30	5:00 h	Kommen und Gehen	
13:30	18:30	5:00 h	CS07.1-2 Pflichtenheft erstellen - CS07.1 Planung	Schnittstellenkonzept Fibu
Σ	8:30 h	8:30 h		

Nummer	Arbeitspaket	Projekt	Kunde	Fälligkeit	Plan-Aufwand	Ist-Zeit	Fertigstellung	Rest
DS09-1	Projektleitung	Einführung Risikomanagement	Vattenfall Europe	03.05.2006	32,00 h	39,50 h	%	h
VF09.3-2	Schulung	Einführung	Vattenfall Europe	02.06.2006	16,00 h	20,50 h	%	h
CS07.1-1	Konzeptgespräche	Planung	CONSULT GmbH	23.06.2006	8,00 h	3,50 h	46,67 %	4 h
CS07.1-2	Pflichtenheft erstellen	Planung	CONSULT GmbH	30.06.2006	16,00 h	5,00 h	33,33 %	10 h

Illustration 12: Performance tracking in TimeTracker

Abwesenheitsbeantragung

600

 26.06.2006

 26.12.2006

2006																																									
Juli							August							September							Oktober							November							Dezember						
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52															
+ Schaub Peter (Urlaub) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																									
+ Schaub Peter (Freizeitausgleich) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																									

■ Bestätigt
■ Beantragt
■ Abgelehnt

Verfügbarer Urlaub 28 Tage

Beantragter Urlaub 15 Tage

Differenz Verfügbarer Urlaub - beantragte Tage 13 Tage

Auswahl Abwesenheit Urlaub
 Kommentar

Beantragen Abwesenheit -

Entfernen Abwesenheit -

Illustration 13: Application for holiday in TimeTracker

In addition to that, with Projectile absence (holiday, for example) can be applied for and be recorded. Though this, comparisons with regard to working times and project times are possible and holiday overviews can be drawn up by the system (see illustration 13 and paragraph 3.7).

In the travelling expenses form complete business trips (including the corresponding journeys and expenses) recorded and allocated to the corresponding project. The system automatically calculates day-to-day accommodation and produces assessments on travelling costs.

The screenshot shows a Microsoft Word document titled 'Reisekostenabrechnung Reise 115'. The form is divided into two main sections: a left sidebar for data entry and a main table for expense calculation.

Left Sidebar (Data Entry):

- Reise:** 115
- Mitarbeiter:** Schaub Peter
- Projekt:** CS07 Einführung Projectile
- Zeitspanne:** von 19.06.2006 17:00:00 bis 26.06.2006
- Pauschale:** Deutschland
- RK-Typ:** Typ 1
- Kostenart:** Reisekosten
- Zahlungsart:**
- Zweck:** Workshop
- Reiseziel:** Hamburg
- Pauschalen:** 156,00 EUR
- Fahrtkosten:** 360,00 EUR
- Reisekosten:** 331,90 EUR
- Gesamtkosten:** 847,90 EUR
- Fahrten:** 115 19.06.2006 17:00:00 Workshop
- Belege:** 182 Sonstige Belegarten, 183 Parken
- Fakturiert:** ☐
- Prüfstatus:** geprüft und bestätigt

Main Table (Expense Calculation):

Reisekostenabrechnung Reise 115			
Name	Peter Schaub	Reisebeginn:	19.06.2006 17:00
Projekt:	CS07 Einführung Projectile	Reiseende:	26.06.2006 22:00
Kostenstelle:	20 - Geschäftsführung	Std. 1. Tag	7
Reiseziel:	Hamburg	Anzahl ganze Tage	6
Reiseanlaß:	Workshop	Std. letzter Tag	22
1. Abrechnung Fahrtkosten			
1.1 Pauschales km-Geld: Entfernung	1.200,00 km x EUR 0,30		360,00
Name der Mitfahrer:			0,00
1.2 nach Belegen:	Parken (16%)	45,00 =	45,00
Summe			45,00
2. Abrechnung Übernachtungen			
2.1 nach Pauschalbeträgen:	0 Nächte x 20,00 =		0,00
2.2 nach Belegen: Nr.	Sonstige Belegarten (16%)	340,00 =	340,00
Summe		340,00 =	340,00
3. Verpflegungskosten			
Anzahl	Dauer der Abwesenheit	Pauschalbetrag	
0	abzüglich Frühstück im Hotel	EUR 4,50 =	0,00
			156,00
4. Nebenkosten			

Illustration 14: Listing of travelling expenses

Material expenses and expenses are recorded in the receipt form. Due to the allocation of a receipt to a project, these can be invoiced directly to the customer; as far as they can be invoiced. The efficiency of your project work thus increases through the integrated cost tracking.

Projectile also enables the management of exterior services. These can be recorded as project-related foreign costs and invoiced in the scope of the contractual agreements. Such a pool of exterior services can be defined firm-specifically: Products/licences, appliances, software, services, free-lancers, expertise,..

Project-related deadlines can be estimated by the person responsible for the project. With the aid of this estimation, the system determines the project status (as planned, returned, ahead or done). If desired, the project status is sent by e-mail to a chosen group of users when a certain result occurs (regularly at freely definable points in time; non-scheduled in the case of exceeding deadlines and budgets.).

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