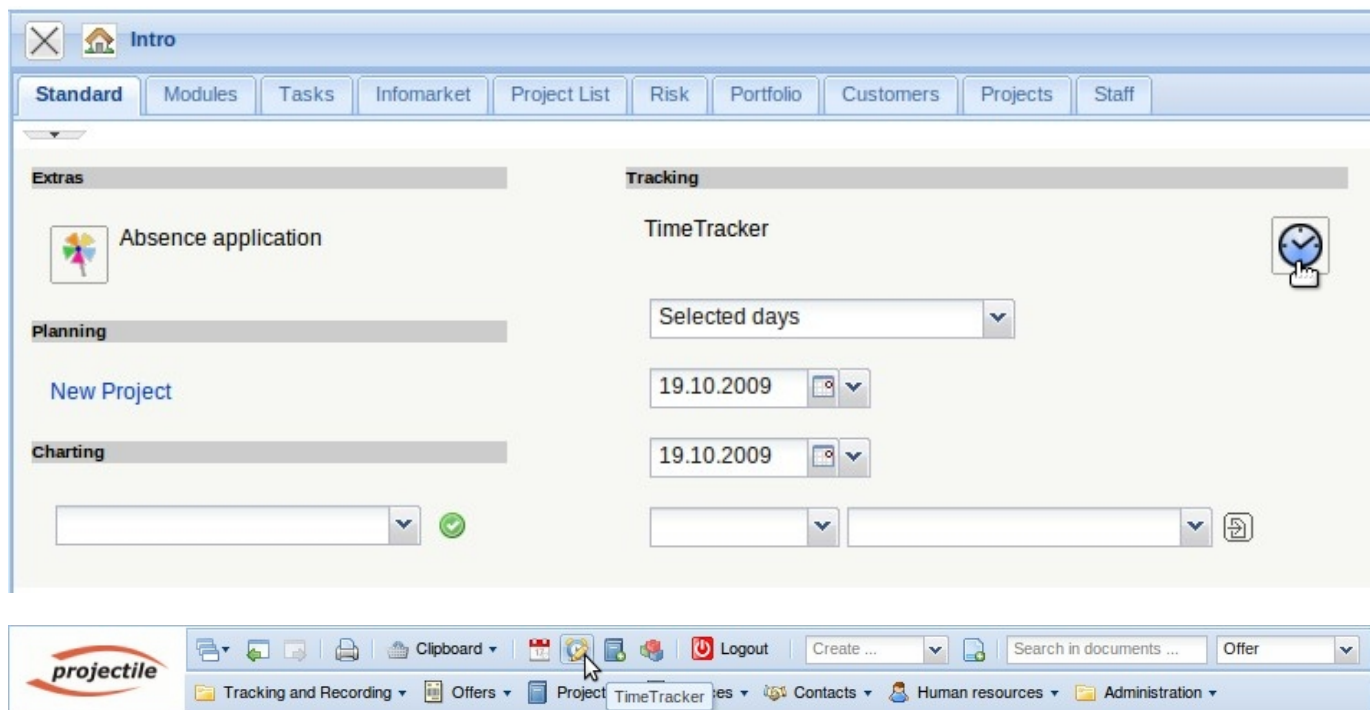


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4.08.1 TimeTracker

Stopwatch-Functionality

Tracking and recording of working and project times and of absences of the employees can be realized by using the TimeTracker. These components can be found in TimeTracker in the working field by clicking on the clock symbol, for example for the 19.10.2009.



In the TimeTracker every job of the project employee, which is not completed and for which he/she is responsible, is listed. The classification of the jobs for the appropriate employee is realized in the document category jobs. By registering a project employee to the system, the employee is determined and the corresponding jobs within the online time registration are displayed.

The TimeTracker consists of two parts: the upper part covers recording project effort, working hours/working time and absences of an employee. The lower part covers recording the effort of the jobs by using the stopwatch functionality (red triangle in the job lines) and as a To-Do-List.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	%	h
4	3.1-1 Concept - 3 Planning			21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	8,00 h	%	h

In the To-Do-List all own jobs are listed (for active projects and for advance projects). The times can be recorded to all jobs by using the stopwatch functionality. To start the time recording, click on the clock in the line of the related job (here 3.3-1)

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	%	h
4	3.1-1 Concept - 3 Planning			21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	8,00 h	%	h

The timing on this task/job starts now (here at 10:06).

The timing on this task/job is stopped at the same time when the next task/job is booked. (here 3-5)

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	%	h

In the example the second task/job has been started at 10:31 pm, so at this point the timing of the first job/task ends.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,08 h	%	h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management - 3 Introduction Projectile	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	6,10 h	%	h

If you click the clock again, the time recording ends. In the example below 0:25 minutes are recorded for the task/job 3.3-1 Introduction Projectile Afterwards 1:01 hour is booked on the job 3-5 Concept Planning.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,08 h	%	h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management - 3 Introduction Projectile	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	6,10 h	%	h

The entry-data can be provided with comments/notes and be saved.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,08 h	%	h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management - 3 Introduction Projectile	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	6,10 h	%	h

TimeSheet

In the next example you can see, how recording of time/effort, presence and absences is realized in the upper part (TimeSheet). By using the time fields, the time or the total hours can be entered. The first two columns define the starting time (from) and the ending time (to). In the third column the duration is listed, which is the difference between the starting and the ending times. In the last column, the jobs or feature for presence and absences can be chosen and assigned to the time.

In the example below 3:30 hours are recorded for the task project management. Afterwards three hours from 2pm(14:00) are recorded for the job Concept Planning. At the end one hour is recorded to the job Introduction Projectile. For each time entry, additional remarks can be noted by the user.

From	To	Time	Job	Cost unit	Note
Monday, 19.10.2009					
Σ 0:00 h		0:00 h			
* 9	-	= 3:30 h	3-4 Project Management - 3 Introduction Projectile		Approve project planning
* 14	-	=	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		Concept interface exchange
*	-	= 1 h	3.1-1 Introduction Projectile - 3.1 Introduction Accc		Introduction accounting

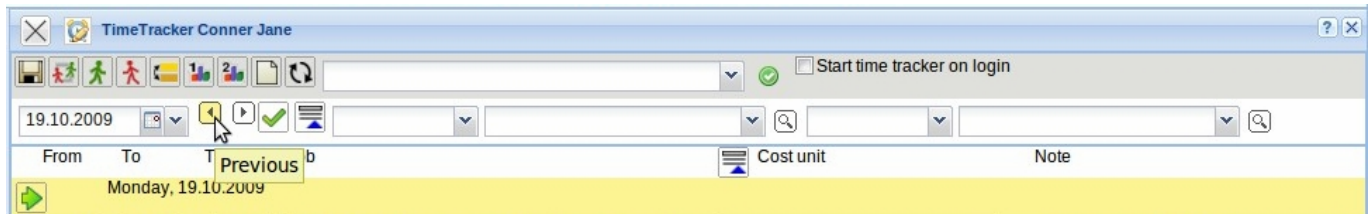
After clicking the save button, the system completes the missing data.

From	To	Time	Job	Cost unit	Note
Monday, 19.10.2009					
Σ 0:00 h		7:30 h			
✕ 09:00	✕ 12:30	= 3:30 h	3-4 Project Management - 3 Introduction Projectile		Approve project planning
✕ 14:00	✕ 17:00	= 3:00 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		Concept interface exchange
✕ 17:00	✕ 18:00	= 1:00 h	3.1-1 Introduction Projectile - 3.1 Introduction Accc		Introduction accounting

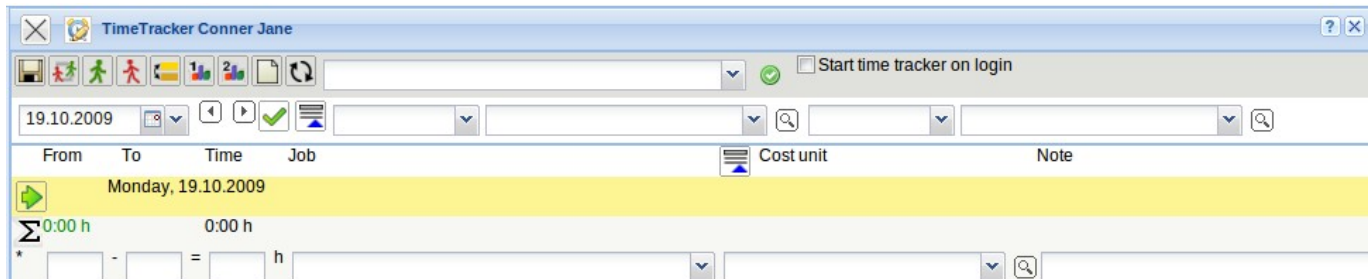
After the saving process is finished, the recorded times of the jobs are displayed in the lower part of TimeTracker (to-do list) in the Actual Time column.

Recording Times

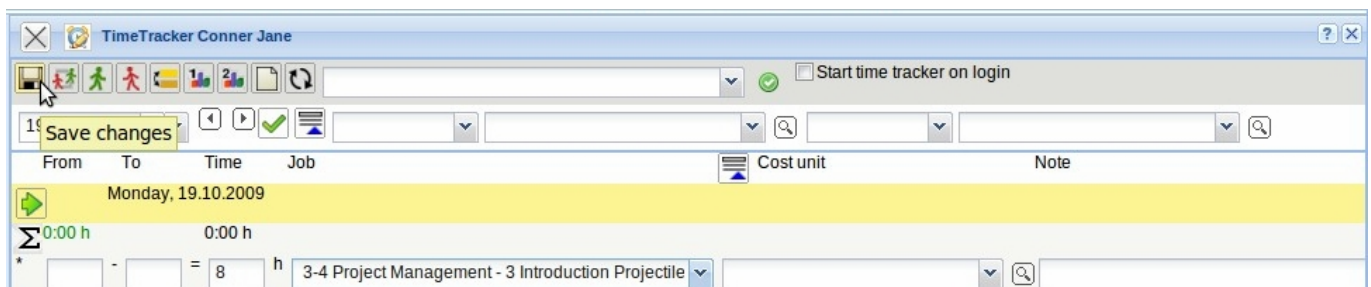
In TimeTracker the time can also be recorded later. By using the date element, day for time recording can be changed. In the example below the time for yesterday shall be recorded. The "Previous" function in the date element changes...



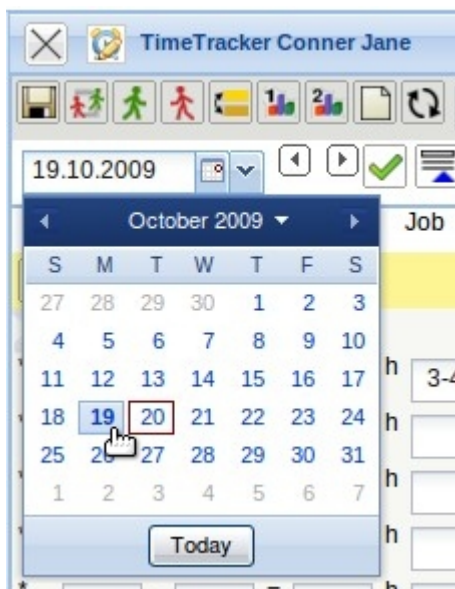
...the recording date and...



...subsequent-entries can be made.



To change to any date you can use the calendar (date-picker) directly. Clicking on a day...



...changes the recording date.

Note: Generally, the date can not be recorded randomly. The subsequent-entry-limit and other recording rules are defined in the configuration of the TimeTracker. Furthermore, the time recording can be set manually or by using the action Workflow-Engine.

Recording Absences

Besides project time and working time, absences (holiday, illness, maternity leave, military service...) can also be recorded in the TimeTracker.

In the example below eight hours of holiday/off-time ...

The screenshot shows the TimeTracker application window for 'Conner Jane'. The main table displays a holiday entry for Tuesday, 20.10.2009. The entry is marked with a green arrow icon, indicating it is a holiday. The time range is from 08:00 to 16:00, resulting in 8:00 hours. The job is set to 'Holiday'. The summary at the bottom shows a total of 0:00 h for the day.

...on the 20.10.2009 are recorded subsequently.

Grade of Completion and Remaining Time/Effort

Next to the column Actual time there are two more columns: State and Time to completion. In the State column the percentage (value) can be entered, to the terms the job has been completed. In the column Time to completion, the remaining time or effort for this job/task can be estimated in hours.

The screenshot shows the TimeTracker application window for 'Conner Jane'. The main table displays a list of jobs with their completion status and remaining time/effort. The jobs are listed with their process numbers, job names, project names, customer names, due times, estimated times, actual times, and completion percentages. The first job, '3.1-1 Introduction Projectile', has an actual time of 4,00 h and a completion percentage of 25%.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	25 %	h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	8,00 h	%	16 h

After saving the estimated time, the system calculates and records either the remaining time/effort or the grade of completion automatically. In the example the grade of completion of 25% for the first job is estimated. With an actual time of 4h, 25% means an estimated planning time of 16h ⇒ Remaining Time/Effort = 12h.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	25 %	12 h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	%	h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	0,00 h	33,33 %	16 h

In the third job the actual time is 11h, and the remaining effort/time of 26h estimated. That means the job/task will take (by this estimation) $11h + 26h = 37h$; and this means again in the actual-time, a grade of completion of 29,73%.

Bei der vierten Aufgabe ist bei der Ist-Zeit von 11h ein Restaufwand von 26h geschätzt worden. Die Aufgabe wird (nach dieser Schätzung) also $11h + 26h = 37h$ dauern und das macht bei der aktuellen Ist-Zeit einen Fertigstellungsgrad von 29,73%.

Anmerkung: Dieser lineare Zusammenhang zwischen Fertigstellungsgrad und Restaufwand geht von der Vereinfachung aus, dass die erste Hälfte genauso lange dauert wie die zweite Hälfte. Der Administrator kann im Administrationsmenü diesen linearen Zusammenhang auch unterbinden.

In der ToDo-Liste können die Arbeitspakete auch abgeschlossen werden. Diese Rückmeldung ist wichtig für das Auswertungssystem (Statusinformation) und hält die ToDo-Liste übersichtlich. Ein Arbeitspaket wird abgeschlossen, wenn der Benutzer mit der Maus auf das grüne Häkchen klickt und den Dialog bestätigt.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	25 %	12 h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	80 %	0 h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	0,00 h	33,33 %	16 h

Nach dem Abschließen eines Arbeitspaketes ...


Really close the job 3-5 3.1-1 Concept - 3 Planning

☒ ☐

... ist die Aufgabe schreibgeschützt, der Fertigstellungsgrad wird auf 100% gesetzt und am nächsten Tag wird das Arbeitspaket aus der ToDo-Liste vom System entfernt.

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	25 %	12 h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	100%	0h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	0,00 h	33,33 %	16 h

Das Arbeitspaket kann von Benutzern mit entsprechender Berechtigung wieder geöffnet werden (Ist-Ende im Arbeitspaket leeren).

Aus der ToDo-Liste kann (bei entsprechender Berechtigung) auch auf die Arbeitspakete oder Projekte verlinkt werden ...

Process number	Job	Project	Customer	Due time	Estimated time	Actual time	State	Time to completion
3.1-1	Introduction Projectile	Introduction Accounting	TLC Telecommunications Corporation	01.10.2009	0,00 h	4,00 h	25 %	12 h
3-5	3.1-1 Concept - 3 Planning	Introduction Projectile	TLC Telecommunications Corporation	21.10.2009	0,00 h	0,00 h	100%	0h
3-4	Project Management	Introduction Projectile	TLC Telecommunications Corporation	30.10.2009	8,00 h	0,00 h	33,33 %	16 h

... um beispielsweise Arbeitsanweisungen oder Informationen zur Aufgabe einzusehen.

Recording Working Times

Im TimeTracker können auch Arbeitszeiten (beispielsweise für die Verwaltung von Gleitzeitständen) verwaltet werden. Im folgenden Beispiel werden zunächst 7:00h Projektzeiten auf die Aufgabe Projektleitung und Konzeptgespräche erfasst. Anschließend wird von 8:30 bis 17:30 Arbeitszeit ("Kommen und Gehen") und eine Pause zwischen 13:30 und 14:15 Uhr definiert.

The screenshot shows the TimeTracker application window for user 'Conner Jane'. A dialog box asks 'Please confirm overwrite' with 'Yes' and 'No' buttons. Below the dialog, a message states 'Period 13:30-14:15 will be overwritten'. The main interface displays a table for recording working times for Tuesday, 20.10.2009. The table has columns for 'From', 'To', 'Time', 'Job', 'Cost unit', and 'Note'. The current entry shows a total of 7:00 h for the job '3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc'.

From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
Σ 0:00 h 0:00 h					
*		= 7 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		
*	830 - 1730	=	Come and leave		
*	1330 - 1415	=	Break		

Nach Bestätigung der Warnung ...

The screenshot shows the TimeTracker application window after the confirmation. The table now reflects the updated working times, including the 'Come and leave' period from 8:30 to 17:30 and the 'Break' period from 13:30 to 14:15. The total time is now 8:15 h.

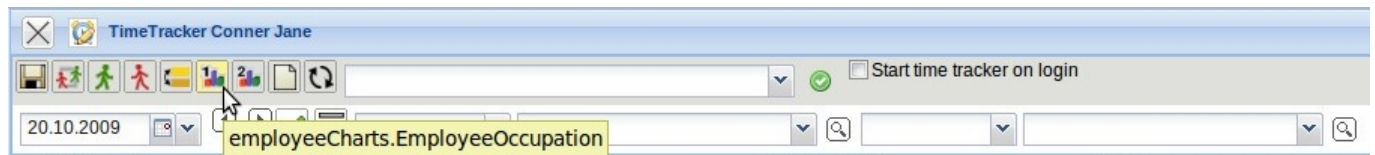
From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
Σ 8:15 h 6:15 h					
X	08:00 - 13:30	= 5:30 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		
X	08:30 - 13:30	= 5:00 h	Come and leave		
X	13:30 - 14:15	= 0:45 h	Break		
X	14:15 - 17:30	= 3:15 h	Come and leave		
X	14:15 - 15:00	= 0:45 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		

... vervollständigt das System wieder das TimeSheet. Aus den 7:00h Projektzeit sind 6:30h geworden, da der Benutzer eine Pause von 13:30 bis 14:15 definiert hat. Die Arbeitszeit beträgt 8:15h.

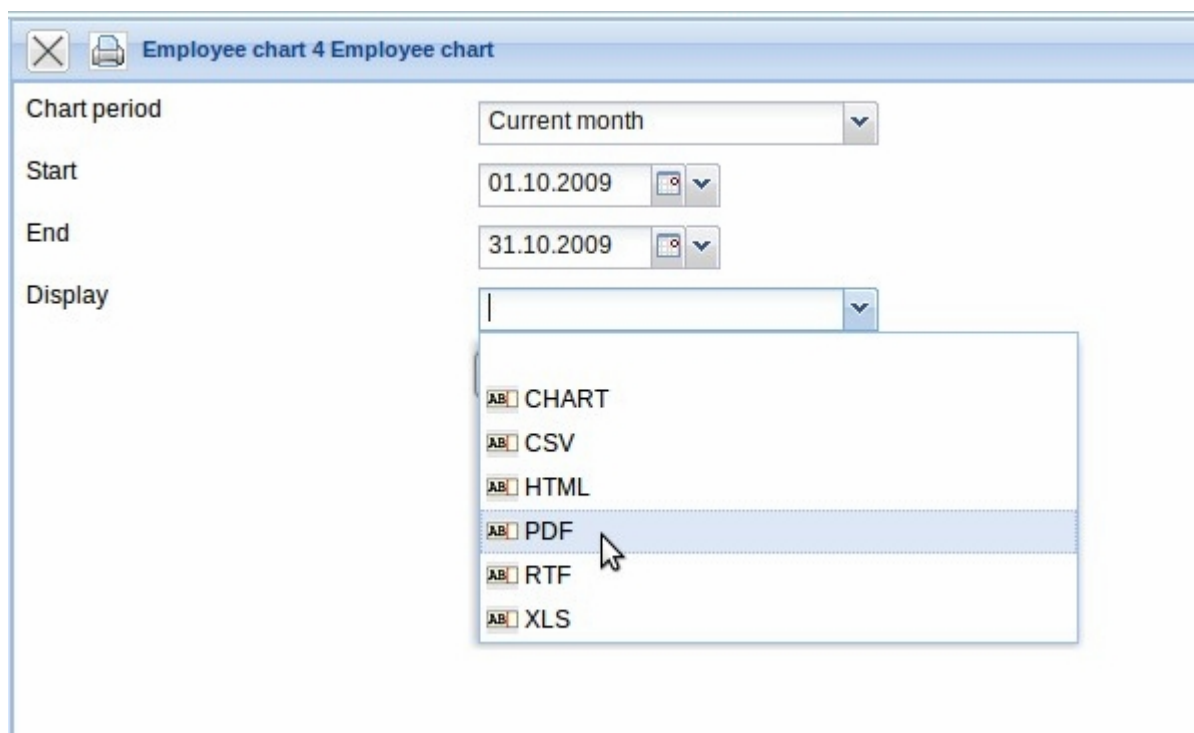
Chart Evaluations

Time Log - Employee Occupation

Im TimeTracker kann jeder Mitarbeiter für sich selbst und einen frei definierbaren Zeitraum Auswertungen erzeugen. Im Beispiel werden die Zeiträume aufgerufen, ...



... der Betrachtungszeitraum eingeschränkt und ggf. das Ausgabeformat ausgewählt ...



... und die Auswertung generiert.



Zeitnachweise

Arbeitspaket	Projekt	Mitarbeiter	Tätigkeit	Ist [h]	Ist-Beginn	Ist-Ende
2-1 Interne Organisation	2 Entwicklung	Schaub Peter	Allgemeine Tätigkeit	5,00	01.07.2009	01.07.2009
	2 Entwicklung			5,00		
3-1 Projektleitung	3 Entwicklung	Schaub Peter	Projektleitung	4,52	08.07.2009	09.07.2009
	3 Entwicklung			4,52		
3.1-1 Spezifikation	3.1 Konzeption	Schaub Peter	Analyse	2,00	01.07.2009	01.07.2009
	3.1 Konzeption			2,00		
4-1 Projektleitung	4 Einführung Projectile	Schaub Peter	Projektleitung	10,00	07.07.2009	09.07.2009
	4 Einführung Projectile			10,00		
4.1-1 Konzeptgespräche	4.1 Planung	Schaub Peter	Beratung	3,02	08.07.2009	09.07.2009
4.1-2 Pflichtenheft erstellen	4.1 Planung	Schaub Peter	Analyse	1,00	08.07.2009	08.07.2009
	4.1 Planung			4,02		
	Summe			25,53		

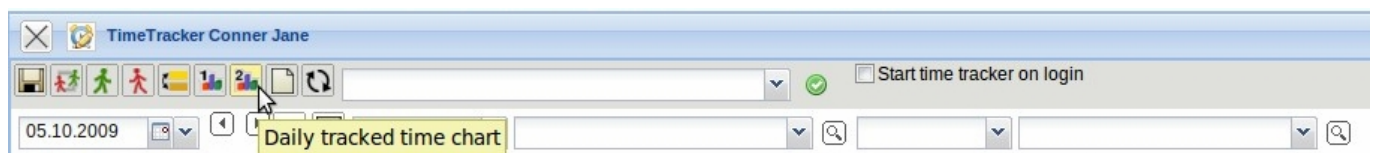
Einzelnachweise

Datum	Dauer	Projekt	Arbeitspaket	Tätigkeit	Mitarbeiter	Bemerkung
01.07.2009	5,00	2 Entwicklung	2-1 Interne Organisation	Allgemeine Tätigkeit	Schaub Peter	
01.07.2009	2,00	3.1 Konzeption	3.1-1 Spezifikation	Analyse	Schaub Peter	
07.07.2009	8,00	4 Einführung Projectile	4-1 Projektleitung	Projektleitung	Schaub Peter	
08.07.2009	3,50	3 Entwicklung	3-1 Projektleitung	Projektleitung	Schaub Peter	Projektplanung abstimmen
08.07.2009	3,00	4.1 Planung	4.1-1 Konzeptgespräche	Beratung	Schaub Peter	Konzeption Exchange-Schnittstelle
08.07.2009	1,00	4.1 Planung	4.1-2 Pflichtenheft erstellen	Analyse	Schaub Peter	Anpassung
09.07.2009	1,02	3 Entwicklung	3-1 Projektleitung	Projektleitung	Schaub Peter	Entwicklung neues Modul
09.07.2009	2,00	4 Einführung Projectile	4-1 Projektleitung	Projektleitung	Schaub Peter	Planung für Einführung Consult

Diese Auswertung liefert eine Übersicht über die Projektleistungen der Mitarbeiter und die Auflistung der einzelnen Tätigkeiten mit den Bemerkungen aus der Zeiterfassung.

Time Sheet - Daily tracked time chart

Das nächste Beispiel zeigt die Auswertung "Stundenzettel".



Diese Auswertung liefert eine Übersicht über die Projektleistungen und Arbeitszeiten der Mitarbeiter im ausgewählten Zeitintervall. Die Projektleistungen basieren auf den Erfassungsdaten im TimeTracker für die Arbeitspakete der Mitarbeiter.

Report_DailyTrackedTime

Conner, Jane Personnel Number 123

Date Total	Weekday Total	Times Total	JobName Total	Job Total	EstimatedWorkingTimeTotal[h] Total	ActualWorkingTimeTotal[h] Total	Difference[h] Total	Note Total
01.10.2009	Thursday	08:00-13:00	3 - Project Management	3-4 Project Management		5,00		
		13:00-15:00	3 - 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning		2,00		
					8,00	7,00	-1,00	
02.10.2009	Friday	08:00-17:00	3 - Customizing	3-6 Customizing		9,00		
					8,00	9,00	1,00	
03.10.2009	Saturday				0,00	0,00	0,00	
04.10.2009	Sunday				0,00	0,00	0,00	
05.10.2009	Monday	09:00-13:00	3 - Project Management	3-4 Project Management		4,00		
		14:00-20:00	3 - 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning		6,00		
					8,00	10,00	2,00	
06.10.2009	Tuesday	08:00-16:00	Sickness			8,00		
					8,00	8,00	0,00	
07.10.2009	Wednesday	08:00-16:00	3 - Project Management	3-4 Project Management		8,00		
		16:00-19:30	3 - Customizing	3-6 Customizing		3,50		
					8,00	11,50	3,50	
08.10.2009	Thursday	09:00-12:30	3 - Introduction Projectile	3.1-1 Introduction Projectile		3,50		
		14:00-17:00	3 - Project Management	3-4 Project Management		3,00		
					8,00	6,50	-1,50	
09.10.2009	Friday	08:00-12:00	3 - Customizing	3-6 Customizing		4,00		
		12:30-18:00	3 - 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning		5,50		
					8,00	9,50	1,50	
Total					56,00	61,50	5,50	

Chart for Interval: 01.10.2009 - 09.10.2009
 Planned time [h] 56,00
 Tracked time [h] 61,50
 Balance 5,50

Vacation taken	0,00 (h) 0,00 Day(s)
Days off due to sickness	8,00 (h) 1,00 Day(s)
Chart interval begin date:	01.10.2009
Flextime balance (old):	Does not use contracts
Vacation entitlement (old):	Does not use contracts
Chart interval end date:	09.10.2009
Flextime balance (new):	Does not use contracts
Vacation entitlement (new):	Does not use contracts
Time stamp chart creation	21.10.2009
Time tracking restriction date	01.09.2009

SumTrackedTime

Project	Job	JobTimeSum
3 Introduction Projectile	3-4 Project Management	20,00
3 Introduction Projectile	3-6 Customizing	16,50
3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	13,50
3.1 Introduction Accounting	3.1-1 Introduction Projectile	3,50
		53,50

Anmerkung: Die im TimeTracker hinterlegten Auswertungen sind vom Administrator konfigurierbar.

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