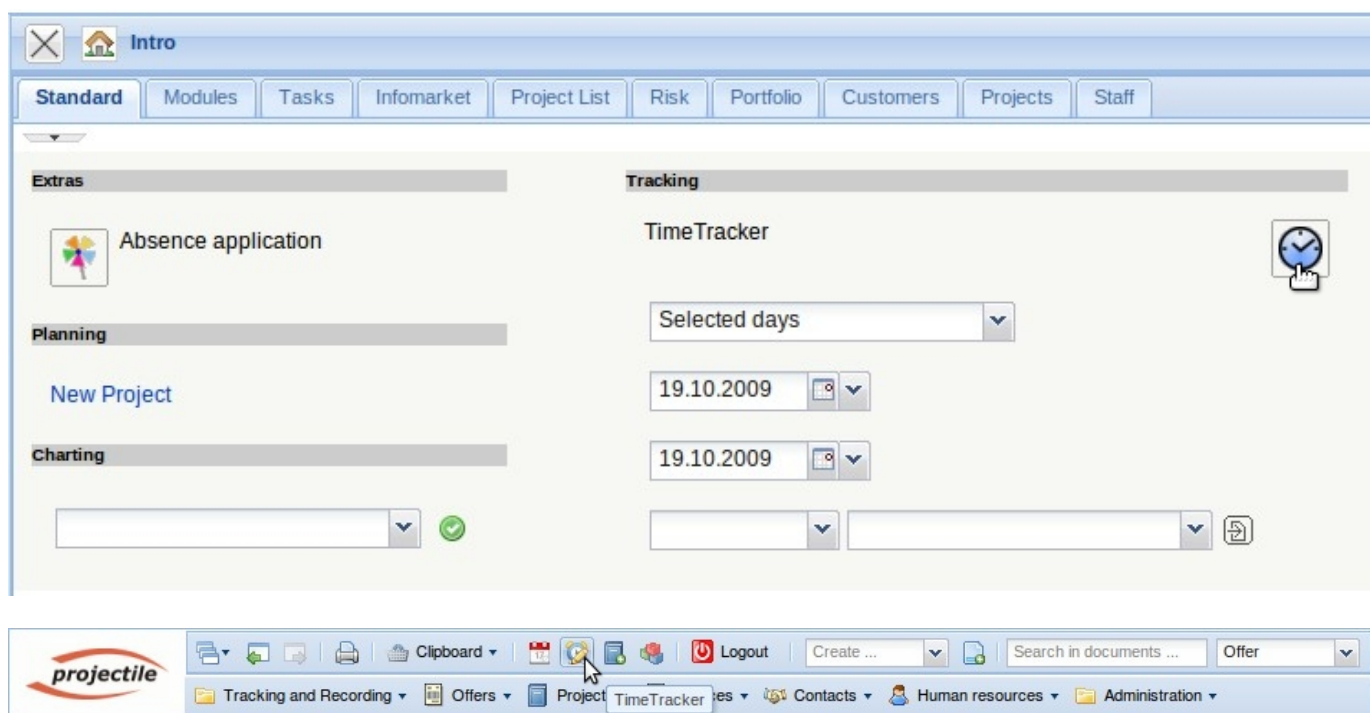


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4.08.01 TimeTracker

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.

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 12:00 = 4:00 h 3-4 Project Management - 3 Introduction Projectile

Σ 0:00 h 4:00 h

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)

TimeTracker Conner Jane

20.10.2009

From To Time Job Cost unit Note

Tuesday, 20.10.2009

08:00 - 12:00 = 4:00 h 3-4 Project Management - 3 Introduction Projectile

Σ 0:00 h 4:00 h

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

Start tracking on 3.1-1

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)

TimeTracker Conner Jane

20.10.2009

Start time tracker on login

From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
08:00	12:00	4:00 h	3-4 Project Management - 3 Introduction Projectile		
10:06			3.1-1 Introduction Projectile - 3.1 Introduction Accounting		
Σ 0:00 h		4:00 h			
* []	- []	= [] h	[]	[]	[]
* []	- []	= [] h	[]	[]	[]
* []	- []	= [] h	[]	[]	[]

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	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.

TimeTracker Conner Jane

Start time tracker on login

20.10.2009

From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
08:00	10:06	2:06 h	3-4 Project Management - 3 Introduction Projectile		
10:06	10:31	0:25 h	3.1-1 Introduction Projectile - 3.1 Introduction Accc		
10:31	11:32	1:01 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		
Σ 0:00 h		3:32 h			

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

TimeTracker Conner Jane

Start time tracker on login

Save changes

From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
08:00	10:06	= 2:06 h	3-4 Project Management - 3 Introduction Projectile		Develop new module
10:06	10:31	= 0:25 h	3.1-1 Introduction Projectile - 3.1 Introduction Acco		Plan new accounting concept
10:31	11:32	= 1:01 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		Plan introduction
Σ 0:00 h		3:32 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.

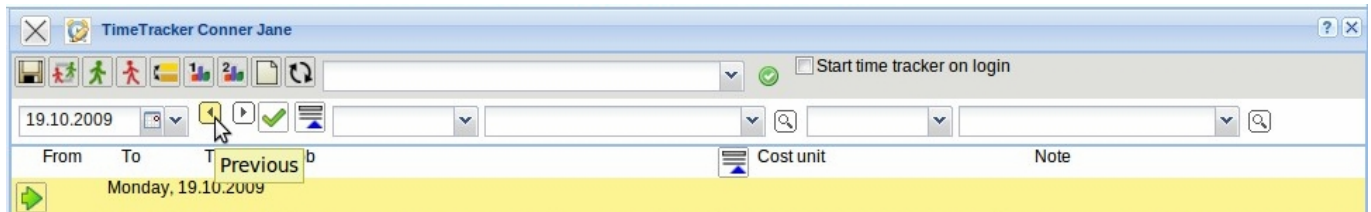
In the example below 3:30 hours are recorded for the task project management. Afterwards three hours from 2pm(14:00) are recorded for the job Concept Planning. At the end one hour is recorded to the job Introduction Projectile. For each time entry, additional remarks can be noted by the user.

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

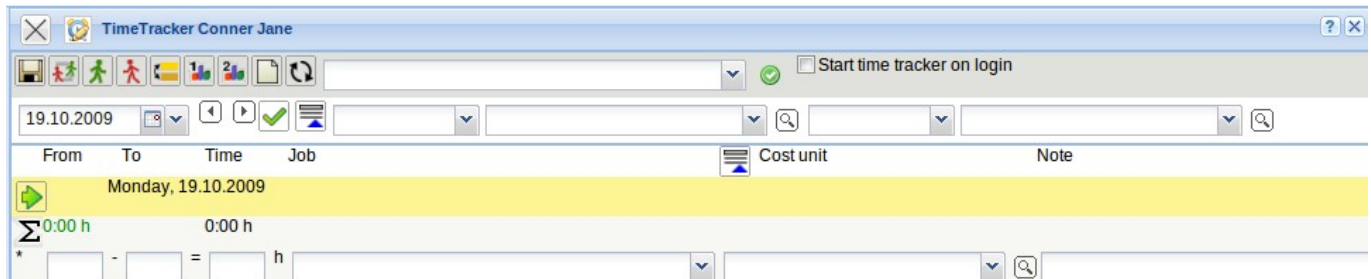
After the saving process is finished, the recorded times of the jobs are displayed in the lower part of TimeTracker (to-do list) in the Actual Time column.

Recording Times

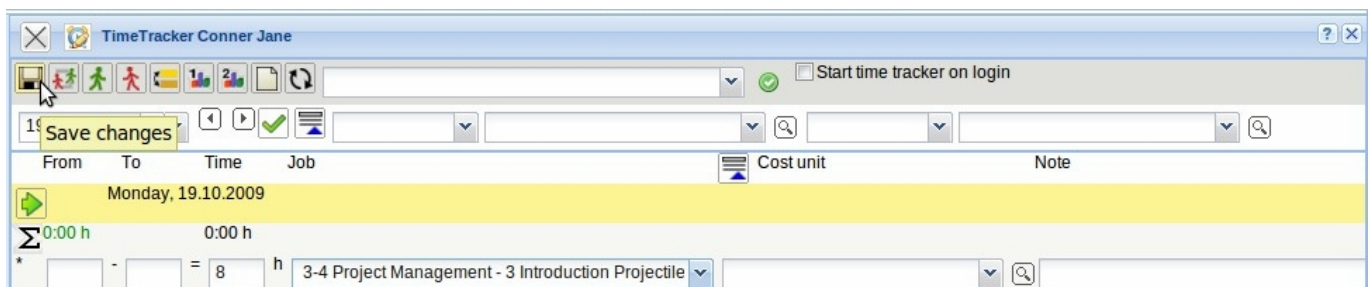
In TimeTracker the time can also be recorded later. By using the date element, day for time recording can be changed. In the example below the time for yesterday shall be recorded. The "Previous" function in the date element changes...



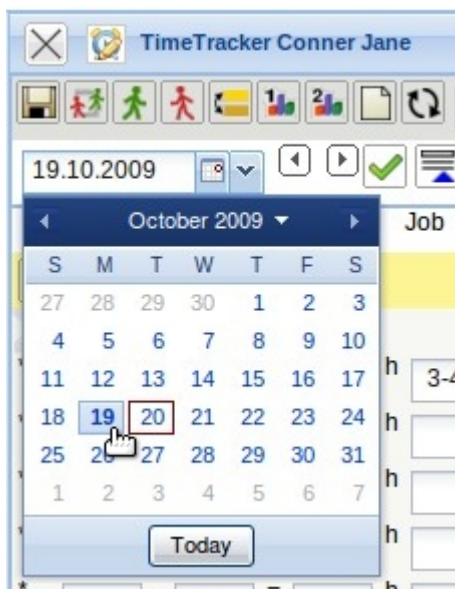
...the recording date and...



...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, from 08:00 to 16:00, totaling 8:00 hours. The job is set to 'Holiday'. The interface includes a toolbar with various icons and a search bar.

...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 a completion percentage of 25% and a remaining time/effort of 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	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

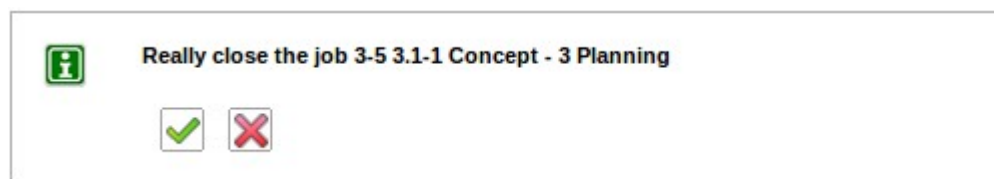
In the third job the actual time is 8h, and the remaining effort/time of 16h estimated. That means the task will take (by this estimation) $8h + 16h = 24h$; and this means again in the actual-time, a grade of completion of 33,3%.

Note: This linear connection between the grade of completion and remaining time/effort proceeds on the bases of the simplification, that the first half is as long as the second half. The Administrator can also eliminate this linear connection in the administration menu.

The jobs can be completed in the To-Do-List. This confirmation/feedback is important to the chart system (status information) and keeps the To-Do-List well-arranged. A job is completed when the user clicks with the mouse on the green check mark and confirms the dialog.

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

After completing a job...



...the job is write-protected (read-only). The grade of completion is set to 100% and the system eliminates the job out of the To-Do-List the next day.

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

The job can be opened again by an authorized user (empty the Actual-End in jobs).

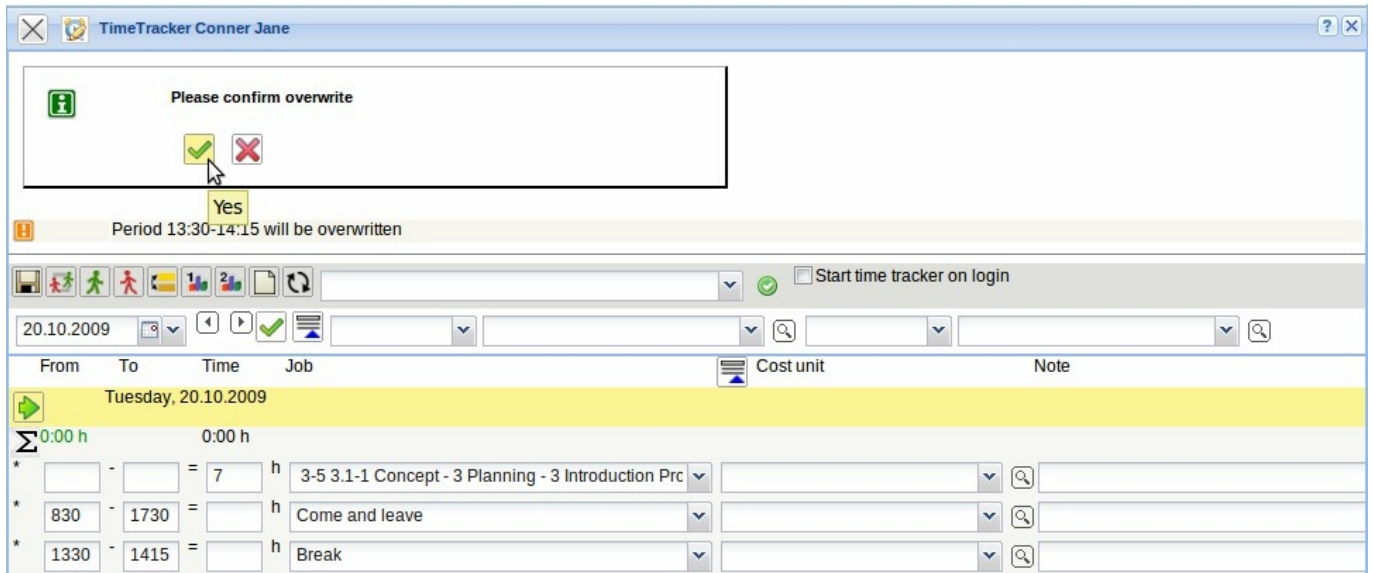
From the To-Do list it can be linked (if authorized) to other jobs or projects ...

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

... for example, to view job instructions or information about the job.

Recording Working Times

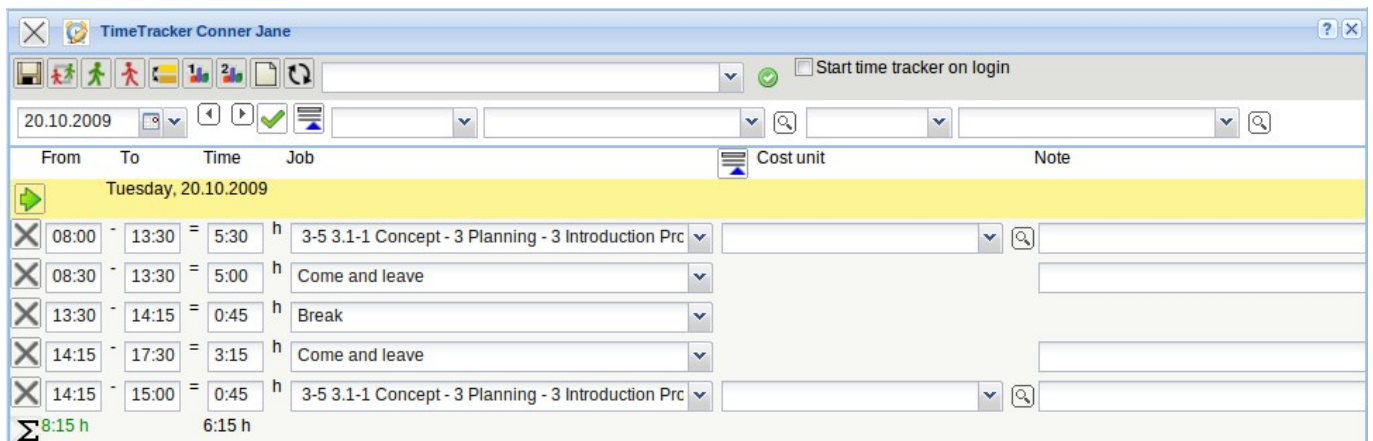
In TimeTracker working hours can be also managed (for example for administration of flexible time). In the following example, first 7:00h project time is recorded for the tasks project-management and concept-conversation. Afterwards there is a break between 1:30pm and 2:15pm by a working time from 8:30am to 5:30pm ("Come and leave").



The screenshot shows the TimeTracker Conner Jane interface. A confirmation dialog box is displayed with the message "Please confirm overwrite" and two buttons: a green checkmark (Yes) and a red X (No). Below the dialog, a status bar indicates "Period 13:30-14:15 will be overwritten". The main interface shows a time sheet for Tuesday, 20.10.2009. The table has columns for From, To, Time, Job, Cost unit, and Note. The total time is 0:00 h.

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

After confirming the message...



The screenshot shows the TimeTracker Conner Jane interface after confirming the message. The time sheet for Tuesday, 20.10.2009 is updated. The total time is now 8:15 h. The table shows the following entries:

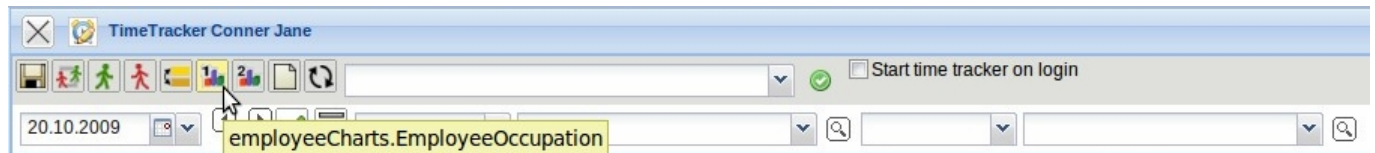
From	To	Time	Job	Cost unit	Note
Tuesday, 20.10.2009					
Σ 8:15 h					
08:00	13:30	5:30 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction Prc		
08:30	13:30	5:00 h	Come and leave		
13:30	14:15	0:45 h	Break		
14:15	17:30	3:15 h	Come and leave		
14:15	15:00	0:45 h	3-5 3.1-1 Concept - 3 Planning - 3 Introduction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

... the system completes the TimeSheet again. The 7:00h project time is now 6:30h because the user had a break from 1:30pm to 2:15pm. The total of the working hours is 8:15h.

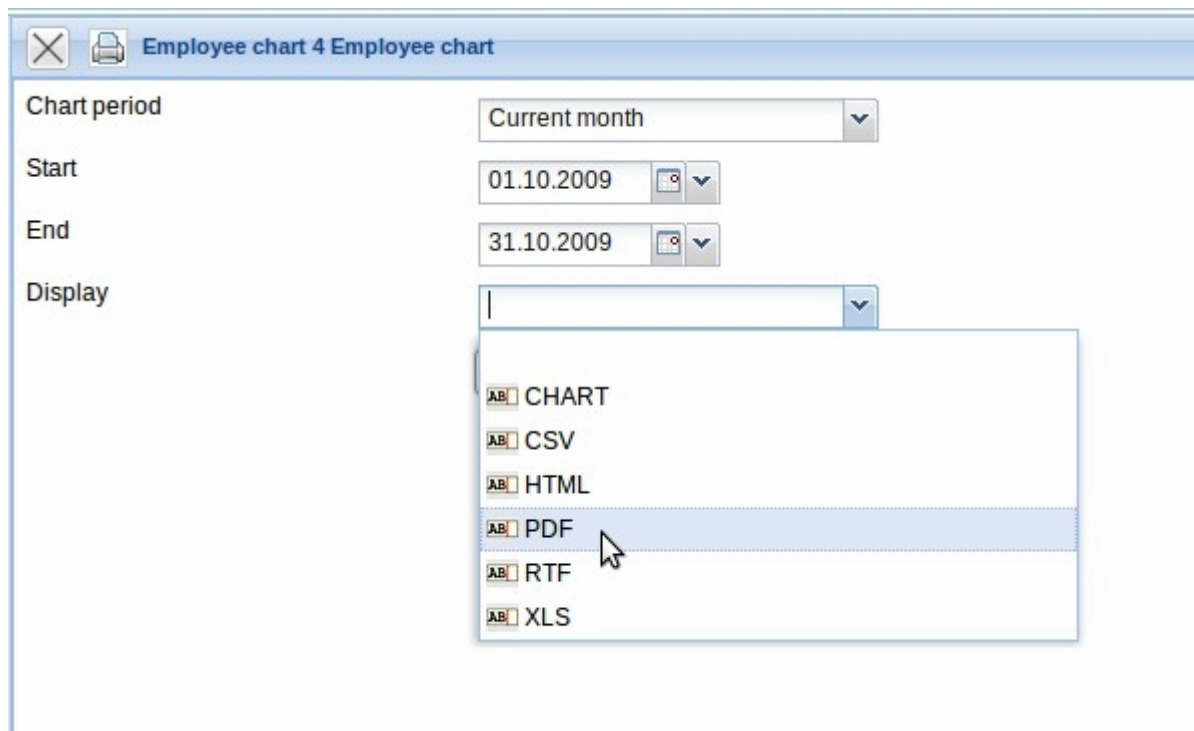
Chart Evaluations

Time Log - Employee Occupation

In TimeTracker every employee can create a chart evaluation for himself/herself and for a self-defined period of time. In the example the time log - employee occupation is displayed...



... the chart period is selected and if necessary the output format is chosen...



...and the chart evaluation is generated.



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		

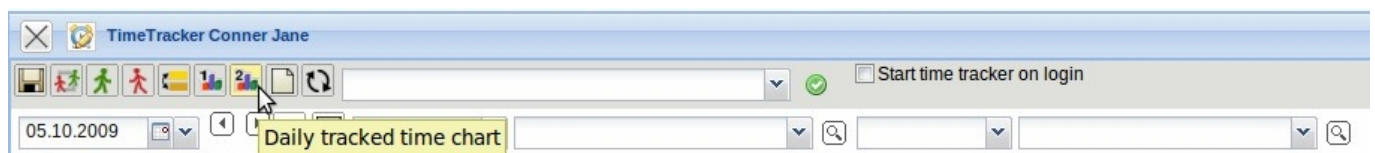
Einzelnachweise

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

This chart evaluation provides a summary of the project efforts of the employees and a list of the individual occupations with the comments from the TimeSheet.

Time Sheet - Daily tracked time chart

The next example shows the chart evaluation “daily tracked time chart”.



This chart evaluation provides a summary of the project efforts and working times of the employees in a selected time interval. The project effort is based on the entry-data in the TimeTracker for the jobs of employees.

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

Note: The stored chart evaluations in the TimeTracker can be configured by the administrator.

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