

Timesheet Workflow – Project Server 2010

First, the philosophy:

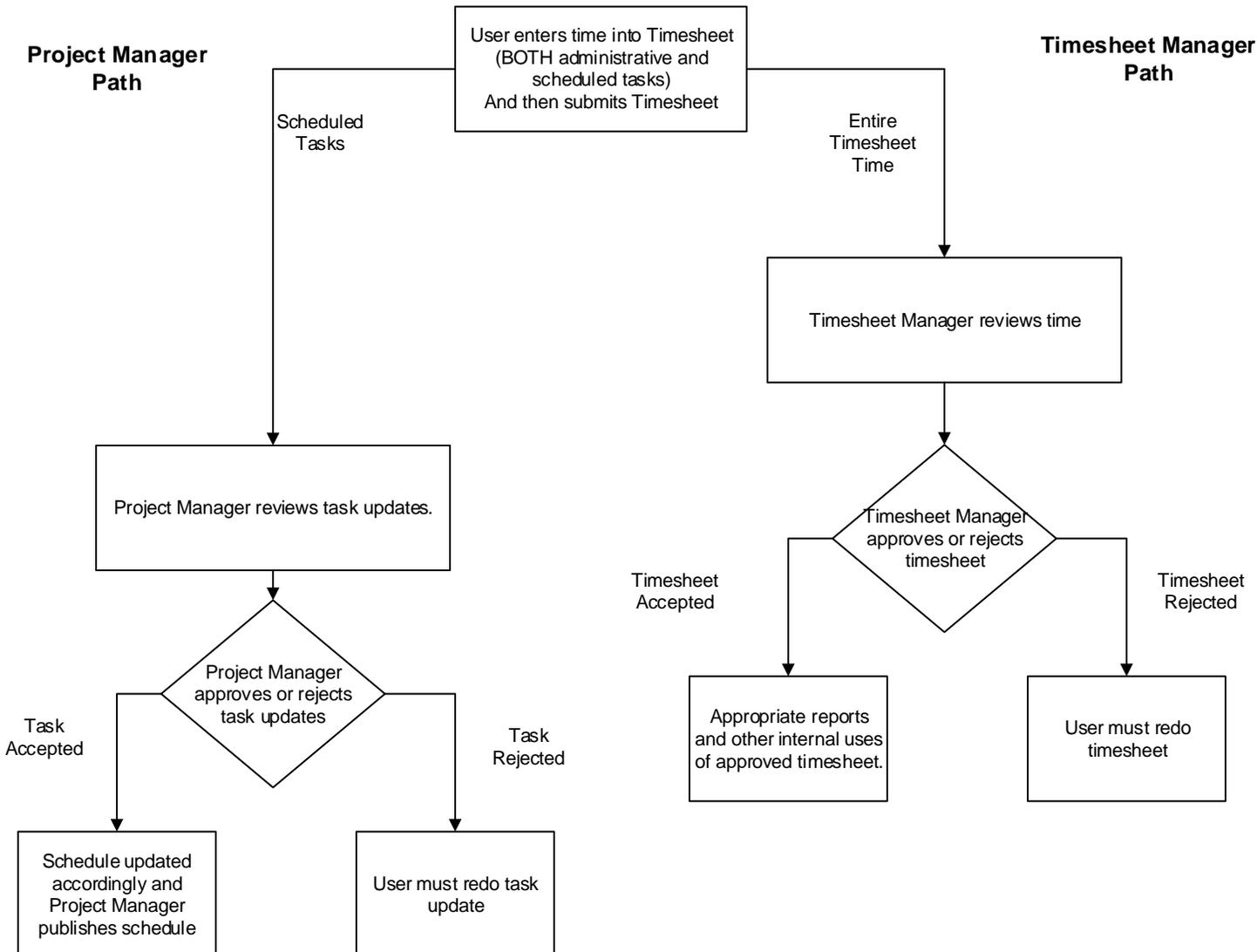
1. Timesheets can be thought of as “this is how many hours I worked this week and this is what I worked on”. That includes work on scheduled tasks **AND** on non-scheduled (Administrative) items.
 2. From the perspective of the Project Manager, the work put against scheduled tasks is important and affects their schedule. The Project Manager is not really concerned with the amount of time a person worked in total during the week, they only care how much time that person worked on scheduled tasks for their schedule(s).

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3. From the perspective of the Timesheet Manager, the total amount of hours worked last week, and what each hour was worked on is what matters. The Timesheet Manager wants to classify the work for budget/payroll/paperwork/Human Resource reporting purposes. The Timesheet Manager has nothing to do with the work accomplished and reported on scheduled tasks for projects.

4. Review this blog entry for a bit more detail: <http://pmspecialists.com/Blog/2012/04/timesheets-and-task-updates-a-high-level-overview/>

The Workflow:



Example:

1. Tanya opens her timesheet for the week of May 19 – May 23.
2. She enters the following time:
 Monday – 8 hours on Task 1 of Project A
 Tuesday – 8 hours of Vacation time
 Wednesday – 2 hours on Task 2 of Project B and 6 hours in meetings
 Thursday – 8 hours of Jury Duty
 Friday – 8 hours of Jury Duty
3. Tanya submits her timesheet and imports it into her task sheet and send the update.
4. The Timesheet Manager looks to see if the approved number of hours, type of work and other criteria are met – Tanya had worked 40 hours total: using 8 hours of available and approved vacation time, spent 16 hours in Jury Duty, 6 hours in approved meetings and worked 10 hours on scheduled tasks.
5. Timesheet Manager approves Tanya’s timesheet since it meets appropriate criteria.
6. The Project Manager looks at the Task Updates and sees that Tanya worked 10 hours on two different tasks.
7. The Project Manager accepts the work and updates the two schedules accordingly .