regoUniversity 2017

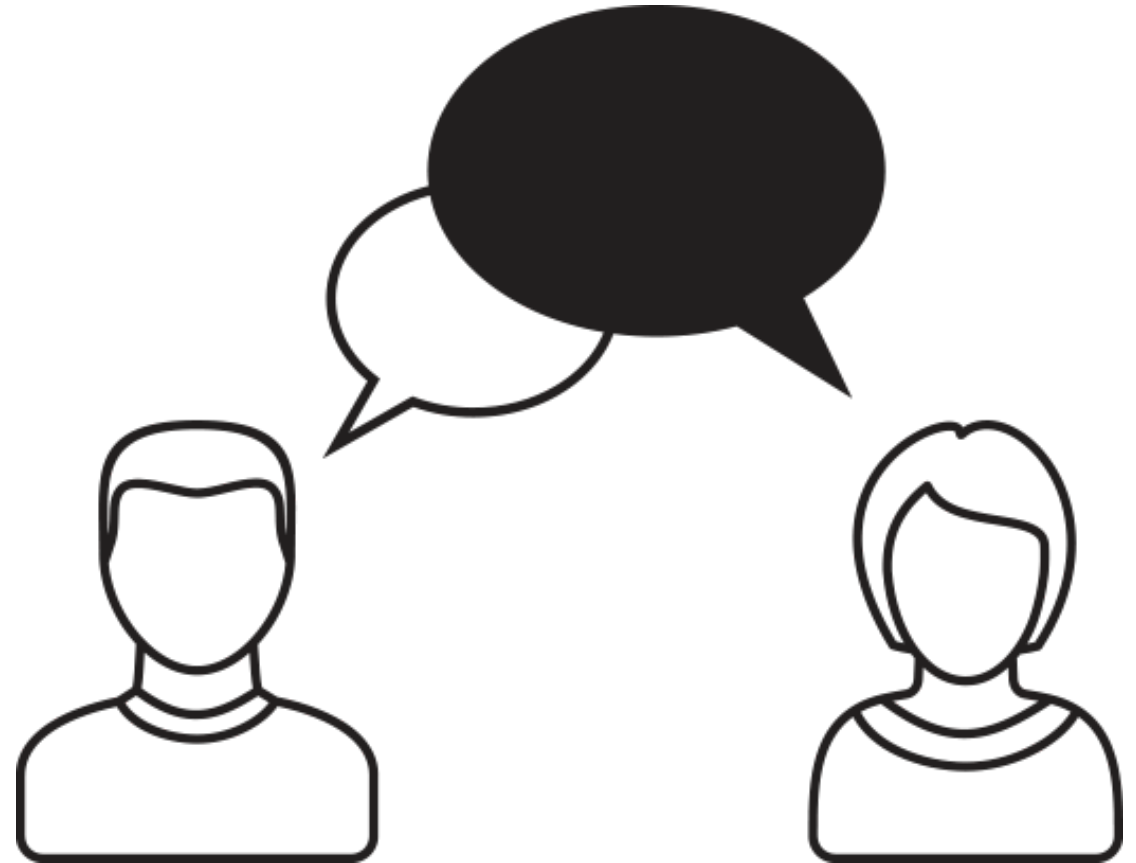# Simplifying Time Tracking

Your Guides: Wes McCoubrie, Ross Hensel

Introductions

- Take 5 Minutes

- Turn to a Person Near You

- Introduce Yourself

Agenda

- Understanding the Time Entry Stereotype

- Ideas for Simplifying Time Tracking

- General Tips and Tricks

- Summary

Questions

- How many of you track time in CA PPM?

- Anyone track time somewhere else? Do you interface into CA PPM?

- Anyone not tracking time?

- Who has a user base that LIKES to track time?

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Why Do People Hate Time Entry?

- Open Mic

- What We Hear:
  - Big Brother
  - We are professionals; we don't need to be babysat
  - No Value
  - Pain to Remember each week

How Does Time Tracking Help?

- Open Mic

- What We Hear:
  - Capitalization
  - Provide Data for Business to understand levers to pull
  - Understand our Cost Structure
  - Validate our estimates
  - Understand Progress
  - Resource Planning

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Ideas for Simplifying Time Tracking

Approaches
- Time at a Higher Level
- Partial Time
- Time in The Tool They Work In (Integration)
- Pre-Populate Time

General Tips & Tricks
- Manage Open for Time Entry
- # Periods Open
- "Prevent Unassigned Time Entry"
- Mobile Timesheets
- Use of Populate functionality
- 15.x timesheet experience

Idea #1 – Time at a Higher Level

- 1-2 Time Task per Project (1 for CAPEX & 1 for OPEX)

- Move to Corporate Time Tool (PeopleSoft / Kronos / etc)

- One Task per phase

- NPIOs, Indirect Time

- Open Mic – Thoughts? Anyone Tried?

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Idea #2 – Partial Time

- Only Track Capital Activities
- Only Track Project Activities
- Only Some People Track Time

- Open Mic – Thoughts? Anyone Tried?

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Idea #3 – Time in The Tool They Work In

- ITSM Tool for Non-Application Part of the Business

- Agile Tool – JIRA, VersonOne, Rally, TFS, etc

- SharePoint – ITROI

- Integration with PPM to get total cost of the project

- Open Mic – Thoughts? Anyone Tried?

Idea #4 – Pre-Populate Time

- Create Timesheets From Allocations or Assignments
  - We have had a couple business groups remove time tracking by using allocations or assignments to "create" timesheets to match. They stopped because they found it did not add much value to move hours from allocations to actuals.
  - Have timesheet pre-populated with time within assignments or allocations, then a person logs in and "validates" and makes changes before submitting
- New Rego Innovation Item
  - Timesheet Populated From Outlook
  - Import time from Agile tools

- Open Mic – Thoughts? Anyone Tried?

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Outlook Time

- Open your timesheet directly from Outlook
- Populate your timesheet from calendar items

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General Tips & Tricks
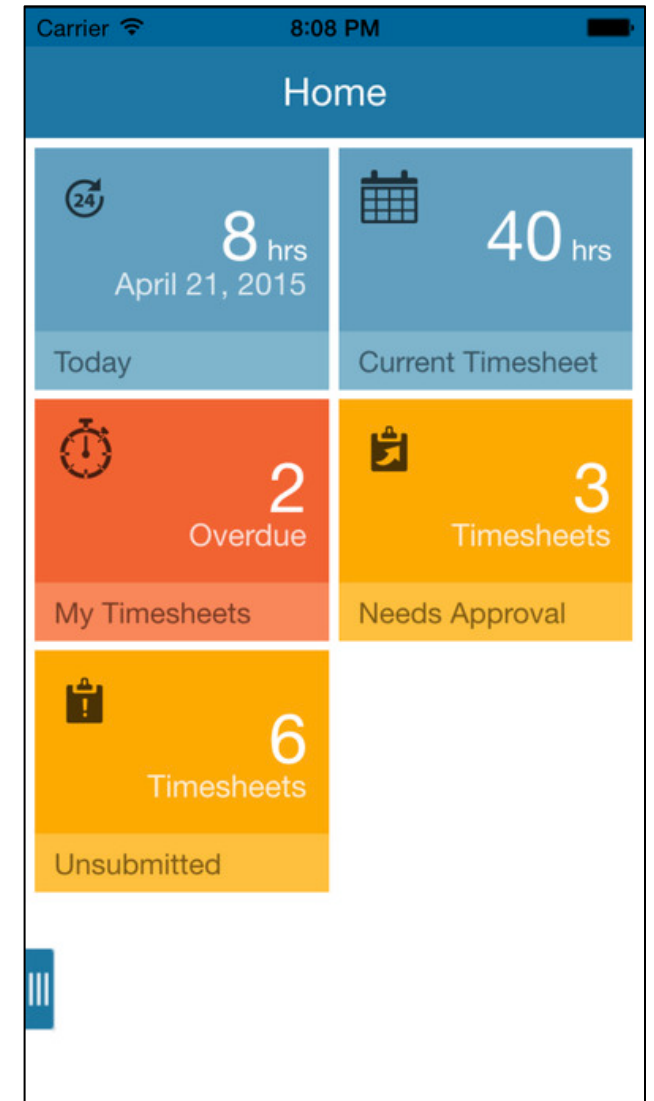
General Tips & Tricks

- Manage Open for Time Entry
  - Time entry may be managed at several levels. Resource, Project, Team, and Task. Be sure your Project and Resource Managers are informed about the different options.

- # Periods Open
  - Don't leave too many periods open. This can get overwhelming from an admin perspective as well as if a user is trying to log time for previous/future weeks.
  - Lock down a set amount of periods to be open at any period (2 weeks previous/4 weeks future).

- "Prevent Unassigned Time Entry"
  - This is a flag at the project level. If unchecked, a resource assigned on the project may pull in ANY task- even if he or she is not assigned.

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General Tips & Tricks

- ## Mobile Timesheets
  - Allow access for users to populate their timesheets from the mobile application.

- ## Use of Populate functionality
  - The *Copy Time Entries from Previous Timesheet* was updating in 14.4. It will ONLY bring in time entries from your previous timesheet. It no longer pulls all tasks that are within the date range and have ETC.

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General Tips & Tricks

- 15.x timesheet experience
    - 15.x provides a new UI for submitting timesheets. If you elect to use time tracking in the New UX, then you forfeit the ability to do it in Classic PPM.

Summary

- ## The Likelihood of Removing Time is Low
  - Executives like to be informed on resource needs, project planning and financial impact, to get this information, time tracking is required.

- ## People Will Always Hate Entering Time – In Any Format
  - Time tracking is a necessary evil. Use some of the topics from our discussion to eliminate pain points.

- ## Try Marketing – Explain Why we Track Time, and Report Back on Benefits
  - If end users know that a report is helping drive business decisions or executive-level eyes are watching, they are more likely to submit timesheets accurately and on-time.

Questions?

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