



## HP Project and Portfolio Management (PPM) Time Management module

Data sheet



HP Project and Portfolio Management (PPM) Time Management module helps you focus on value-added activities by streamlining time collection and improving accuracy across the wide range of work performed by IT.

### Overcome the challenges of time collection

Managing valuable IT resources is difficult enough without having to track where resources spend their time. While many organizations desire strong time management, few are able to do it well because of the challenge of synchronizing timesheets with the appropriate projects, budgets and requests. To succeed, you need a solution that not only performs

time-accounting basics, but also supports a wide range of IT activities and integrates time management with work management.

HP Project and Portfolio Management (PPM) Time Management module helps you focus on value-added activities by streamlining time collection and improving accuracy across the wide range of work performed by IT. Streamlining the end-to-end time collection and reporting process, it bridges the gap between work management and time management across a range of items, including projects, tasks, requests and deployments. HP PPM Time Management helps you manage both the work-demanded and time-expended sides of the equation in a common system. It gives your IT organization the resources it needs to overcome the challenges of time collection and focus on improving productivity and execution.

## Time management

With HP PPM Time Management, you can enter time against work items and defined item categories.

The screenshot displays the 'Andy Madison - Time Sheet for 4/16/07 - 4/30/07' interface. It features a header with 'Copy Time Sheet' and 'Cancel Time Sheet' buttons. Below the header, there are fields for 'Resource: Andy Madison', 'Time Period: 4/16/07 to 4/30/07', and 'Time Sheet #: 1'. A 'Description' field contains 'Andy Madison - 4/16/07 - 4/30/07'. The 'Status' is 'Unsubmitted'. A 'Time Sheet Policies' dropdown is also visible. The main section is titled 'Time Sheet Details (All times shown)' and includes a table with columns for 'Item', 'Expected Hours', 'Time Sheet Total', and a grid for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The table lists items such as 'Web for One World', 'Prototype & Build Catalyst (Web for One World)', 'Technical Analysis (Web for One World)', and 'DEM - Application Enhancement'. A 'Total' row at the bottom shows 'Total: 15.00' for the 'Time Sheet Total' column. Below the table, there are 'Line Actions' and a 'Notes' section with an 'Add Notes' button. The interface concludes with 'Save', 'Submit', and 'Cancel' buttons.

## Integrate time and work management easily

HP PPM Time Management uses a simple, intuitive, web-based user interface that requires little training. Task owners can report time through traditional timesheets or through a simple “My Tasks” dashboard portlet. The software also supports easy administration by pulling project IDs directly from work items—eliminating the additional setup that makes other solutions difficult. Managers and accountants will appreciate that work items and time collection don’t get out of synch due to missing project IDs and other pitfalls, saving the time and cost associated with manual reconciliation. Also, by performing timesheet entry through the same interface used across IT to create and manage requests, projects and tasks, integrated work management and time management can become a reality.

## Get real-time visibility and management

All timesheet entry and approval actions are performed using a web interface. Items automatically appear on your HP PPM dashboard and can also appear via e-mail—as they become ready for action. Personalized dashboards let you view your own work items, perform exception-based approvals and see actual versus budgeted time information. Role-based views are also available, displaying relevant role information, such as work items, work allocation, budgeted time, actual time and total work hours by work item—all updated in real time.

## Meet your specific needs

HP PPM Time Management is flexible to meet your specific needs. For example, you can enforce enterprise time policies such as maximum report values, reporting periods, submissions, approval hierarchies, charge codes and time-entry options by resource or project type so that each department can set up timesheets as it wants.

For security, you can control which users can perform timesheet entry and approval actions, as well as which users can see timesheets and other data. You can also configure allocations to control which users can enter time against specific work items.

## Support billing and financial reporting

Data captured in HP PPM Time Management can be transferred easily to various billing and financial systems through web-service APIs for charge-back, project accounting and other financial reporting activities. You can also configure charge codes at various levels, including work item, type of work item, department and job role, to simplify time entry and reporting.

## How HP PPM Time Management works

Employees enter time as lines in a timesheet against generic classifications or specific work items. HP PPM Time Management does not limit the number of work classifications, but enterprise and project-level settings can limit which users can bill time against which projects or which level of the task hierarchy. When entering time, you can select charge codes to allocate time across multiple groups or to override billing information for that line. To save time, Quick Lists help populate the timesheet with assigned and expected activities. Project time entered via the “My Tasks” dashboard portlet can be reviewed here before timesheet submission.

Each user and approver is defined within the application and can include billing rates, skills, delegation rules and linked charge codes or business rules. You can also set up project time for automatic approval on a project-by-project basis. Once you enter time on a timesheet, you release the timesheet for review. Released timesheets immediately become available for review by the designated approver, who can return the timesheet for corrections or additional information. Approvals are conducted online and can be reviewed as either a summary or in detail.

Throughout the process, dashboards provide real-time, role-specific views of the information. Timesheet approvers and managers include summaries by team, work type or group in addition to detailed views for all areas. You can also capture estimated effort and see estimated versus actual views and views of all items that exceed estimates.

## Choose the delivery option that is best for you

HP PPM Time Management is offered as a managed service or as an in-house solution. You benefit from the flexibility to jump-start your implementation using HP Services and migrate in house when and if you choose. Plus, HP best practices are provided whether you opt for HP Services for faster time to value and lower total cost of ownership or for an in-house implementation backed by an expert team of consultants.

## Key features and benefits

- **Optimized IT strategy and execution:** provides stakeholders with essential, up-to-the-minute data—enabling your company to manage valuable IT resources in a complex environment
- **Integrated time and work management:** synchronizes project IDs, request IDs and other chargeable work items across a common work and time management system, reducing errors and lowering reconciliation costs
- **Enforced review and approval process:** improves accuracy by collecting time as work is performed and enforcing business-rule-based timesheet review and approvals

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