

Take Control of Microsoft Project with TimeSheet Professional

Seamless Integration with Microsoft Project

The requirements of today's project managers are more demanding than ever! You're challenged daily with the responsibility of managing complex projects that encompass resources from all parts of your organization, sometimes in different locations around the world. Regardless of how quickly the business environment around you changes, you're expected to manage these projects effectively.

That's why TimeSheet Professional, the world leader in time tracking, has developed a simple, yet powerful way to interface with Microsoft Project. This data bridge allows you to create a project plan in Microsoft Project, then import tasks assigned to resources into TimeSheet Professional. Your resources can track their time in TimeSheet Professional, and send the data back to Microsoft Project to update the schedule with actual work and a current estimate-to-completion of each task.

TimeSheet Professional is optimized with robust features that allow you to manage resources by running up-to-the-minute reports and allowing the user to work collaboratively across an organization. This will provide you with the answers you need, without having to wait on email updates from your project team. It's time you take control of Microsoft Project!



As a project manager, your project plan is only as good as your ability to update it with accurate and timely information. TimeSheet Professional integrates with Microsoft Project to accomplish this in three simple steps.

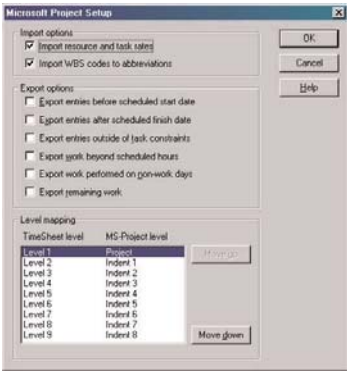
- 1)** Once your project plan is complete within Microsoft Project, the data is transferred to TimeSheet Professional. Based on that project plan, TimeSheet Professional is populated with resources, tasks, and activities, complete with budget information as well as start and stop times for each task. Resources are automatically given their set of tasks as assigned to them within Microsoft Project.
- 2)** Whether you are tracking time from within the office, remotely via the web, or from a client's site, TimeSheet Professional's intuitive interface allows employees to quickly and accurately record their time as well as update their estimate-to-completion for each task.
- 3)** From within TimeSheet Professional, time entries are available for approvals, reporting, billing, or to be sent back to Microsoft Project to update the project schedule. You now have the information you need to make the critical decisions required of a project manager.

There are several advantages to interfacing TimeSheet Professional data with Microsoft Project including:

- Accurate tracking of estimate-to-completion
- Accurate costing of project effort
- Eliminate manual methods of actual work tracking
- Eliminate duplicate time sheets for regular hours tracking and project tracking
- Quicker decisions on what to do with resources

Setting Up the Link

Before importing data from Microsoft Project, you must create a data exchange template in TimeSheet Professional. Data Exchange templates allow greater flexibility over the data you bring into TimeSheet Professional. Templates can be hidden from unwanted users and viewed only by the users who have the appropriate rights assigned to them.



Before importing data into TimeSheet Professional from Microsoft Project, it is important to set up the following import options:

- Import Resource and Task Rates
- Import WBS Codes
- Level Mapping

Once you have the options set the way the you want them, you are ready to import data into TimeSheet Professional from Microsoft Project and work is ready to be tracked. You can even automate the process! TimeSheet Professional's automatic job scheduling allows administrators to schedule data exchange to run unattended on a periodic basis.

Tracking Your Work in TimeSheet Professional

Once your Microsoft Project schedule is imported into TimeSheet Professional, all task assignments will appear in each resource's time sheet. From the Time Sheet View, each resource can record hours against both project and non-project time. Resources can also open the task details by clicking on the task and update the estimate-to-completion hours of the selected task. Both actual work hours, as well as estimate-to-completion hours will be updated in the project's schedule in Microsoft Project.

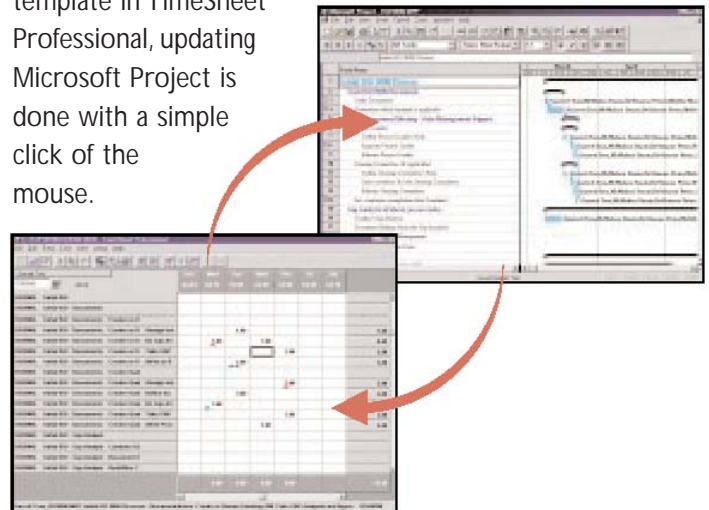
Updating Microsoft Project with TimeSheet Professional is Easy!

To update your Microsoft Project schedule with TimeSheet Professional data, you may use the same data exchange template for the export as you used for the import. Once again, by creating this template you are better able to control the exchange of data between TimeSheet Professional and Microsoft Project. You can choose from the following options for export:

- Export entries before scheduled start date
- Export entries after scheduled finish date
- Export entries outside of task constraints
- Export work beyond scheduled hours
- Export work scheduled on non-work days
- Export remaining work

TimeSheet Professional also allows you to create rules based on your company's workflow through the use of entry status fields. For example, the project manager may require approval of all time entries that update their Microsoft Project schedule. These options are established during the creation of the export data exchange template in TimeSheet Professional.

Once you have created the data exchange export template in TimeSheet Professional, updating Microsoft Project is done with a simple click of the mouse.



Microsoft Project and TimeSheet Professional Make a Powerful Project Management Suite

TimeSheet Professional works seamlessly with Microsoft Project:

- Allows users to update estimate-to-completion (ETC).
- Import resources and tasks including task rates from Microsoft Project.
- Imports budget and booked costs from Microsoft Project for reporting in TimeSheet Professional.
- Imports WBS codes from Microsoft Project so tasks are displayed in the same order in TimeSheet Professional.
- Display Gantt bars in TimeSheet Professional, showing the scheduled work time for each task as scheduled by Microsoft Project.
- Imports Microsoft Project's database files and supports multiple project databases.
- Built-in scheduler to update Microsoft Project and TimeSheet Professional by importing new or changed planning data and to export actual work back to the project plan.
- Allows full control over hours that are exported to Microsoft Project by requiring hours to be signed-off before TimeSheet exports them back to Microsoft Project.
- TimeSheet Professional security may be used to prevent users from entering time against tasks, except on days that Microsoft Project has scheduled work for the task.
- Exports work to Microsoft Project to update project schedules.
- Works with MPD and MS-SQL Server MSP databases (via ODBC).
- Name matching tracks name changes between the two databases.
- User-configurable to allow or disallow time:
 - Before scheduled start date
 - After scheduled finish date
 - Outside task constraints
 - Beyond scheduled hours
 - On non-work days
- Users can update remaining work in TimeSheet Professional and have it update the schedule in Microsoft Project.
- It supports Microsoft Project 2000 as well as Microsoft Project 98.

*TimeSheet Professional can help you
link everything together to more effectively
manage your projects and organize your team.*



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