



## Template Guide

### What is a Time Management Process?

The Time Management Process is the method by which time spent by staff undertaking project tasks is recorded against the project. Recording the actual time spent undertaking tasks on a project has various purposes. It is used to:

- Calculate the total time currently spent against each individual task and therefore the total staff cost of undertaking each task on the project
- Identify any task slippage on the project plan, thereby enabling the Project Manager to control the level of resource allocated to each task
- Identify the percentage of each task completed plus any outstanding work required to be undertaken to complete the task in its entirety.

Time Management is undertaken by completing the following processes:

- Document Timesheet
- Approve Timesheet
- Register Timesheet.

### When to use a Time Management Process

Although the Time Management Process is usually undertaken after the Project Plan has been formally documented and the project is underway (i.e. during the 'Execution' phase of the project), timesheets may be completed at any phase of the project if requested by the Project Manager. For instance, it may be deemed necessary that timesheets be recorded by all project staff at all phases of the project (including initiation, planning, execution and closure) to ensure that the full costs of the project are captured.

If timesheets are not recorded, it may be difficult to accurately assess the level of time spent undertaking project tasks and therefore become impossible to manage the project management constraints of time, cost and quality.

### How to use this template

This document provides a guide on the topics usually included in a Time Management Process document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.