

# WORK. NOT GUESSWORK.

## Time and Cost Tracking in Daptiv PPM

### Know the actual hours and costs of every project in real time.

#### Business Challenge

- Business leaders must align projects to corporate objectives and keep a close eye on their spend.
- Project Managers need to dynamically track and adjust material expenses throughout the life of a project, whether the project is operational or billable to customers.
- PMOs and Project Managers need to accurately estimate time and budget for labor and other expenses during project planning stages.
- Executives need to stay focused on running their business, not taking time and effort finding out a given project's financial status and how it rolls up.

#### Solution

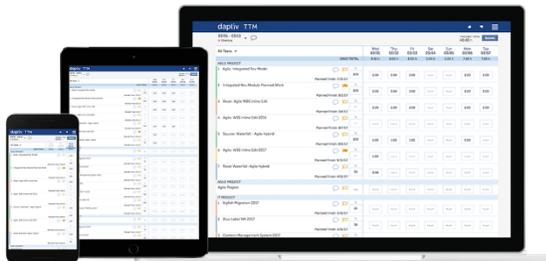
For Resource Managers, Project Managers and project team members who need to track time and expenses for projects and teams, Daptiv PPM gives you visibility with its intuitive time and cost tracking interface, and provides multiple levels of reporting that enable managers and stakeholders to understand the status and analyze the impact of course correction.

- Create multiple dashboards to provide at-a-glance views of data, either by project, by portfolio, or by user.
- Track planned and actual expenses or alternately use a more sophisticated three-tiered model for tracking capital orders, purchase orders and invoices.
- Calculate labor cost estimates and actual costs using a built-in labor rate functionality combined with material expenses for a complete picture of project finances.

#### Product Description

Daptiv PPM capabilities include top-down, bottom-up project and resource management – built to provide a “single source of truth” from planning to execution to delivery. Real-time insights and reporting empower teams to make sure initiatives are on track. Provide top-down budgeting of hours, costs and revenue. Actual hours and costs reported roll-up automatically as progress is updated. Report project finances by task, phase, milestone, program, account, etc. and distinguish between capital and non-capital costs. Actual costs can be evaluated against planned budgets. Expenses may be reported against any project, phase or task, or against billable, non-billable or non-chargeable time. For those entering and approving time, the Daptiv PPM timesheet provides an intuitive presentation of all tasks and processes assigned to users for an assigned time period.

Gain visibility into how allocated versus actual time affects project costs. Keep projects on time and on budget with simpler methods for tracking and submitting time, and understanding how it impacts project financials.



#### Key Features

- Easily update project status and access historical data to monitor project progression.
- Team members can enter their time using a mobile application anytime, anywhere, from any device.
- Workflow automation routes timesheets to project managers and final approvers automatically.
- As team members enter work and time approvers edit and approve timesheets, report data is updated in real time.
- Approve timesheets and keep track of project work, non-project work, and time off.
- Track billable and labor cost rates.

#### Benefits

- Increase communication with project team members.
- Reduce time and task reporting effort.
- Link related tasks from different projects.
- Integration with Agile timekeeping tools, like JIRA.
- Real time updating of project data keeps the PMO on track.
- Visibility to mitigate risks, respond to changes and support project delivery.

# What's it like to manage costs, time, and tasks in Daptiv?

The IT PMO Director of the premium spirits company Beam, Inc. was under pressure to demonstrate value for the money they spent and how their IT programs supported business objectives and superior business performance.

*“More than anything, we can now provide visibility into all of the projects, costs and resources. Fundamentally, it's really about where people are spending their time. Daptiv's solution empowers us to effectively support operations, and frees us up to focus on more innovative work around projects.”* – Susan Klein, Sr. IT PMO Director, Beam, Inc.

Read the entire case study here: [Beam Inc. Teams with Daptiv to Align IT Services with Business Priorities](#)

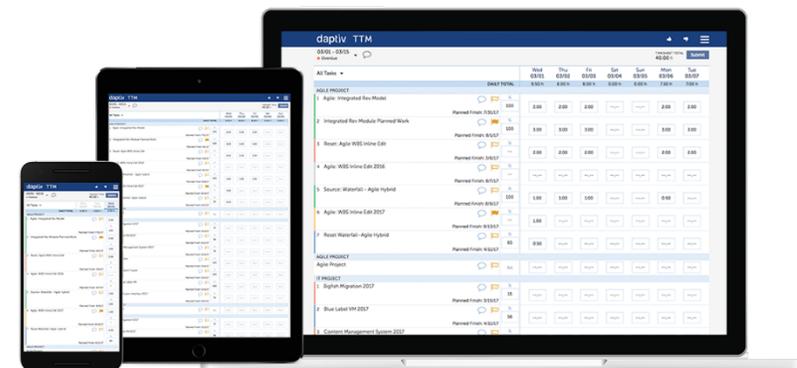
Anna Ardi's Timesheet: May 16 - May 22, 2016  
Due Date: May 22, 2016

| Workspace                     | WBS | Tasks                                      | External Rate | Planned Work | Work to Date | % Complete | ETC  | Mon 16       | Tue 17 | Wed 18 | Thu 19 | Fri 20 | Sat 21 | Sun 22 | Timesheet Totals |       |
|-------------------------------|-----|--|---------------|--------------|--------------|------------|------|--------------|--------|--------|--------|--------|--------|--------|------------------|-------|
| Corporate Website Maintenance |     | 1.1.1.2 Create Information Architecture    | \$0.00        | 200.00       | 202.00       | 100%       | 0.00 |              |        |        |        |        |        |        | 10.00            |       |
| English Migration             |     | 1.1.1.6 QA Structural Diagrams             | \$0.00        | 150.00       | 221.00       | 100%       | 0.00 | 10.00        |        |        |        |        |        |        | 9.00             |       |
|                               |     | 1.1.1.7 Create Screen Wireframe Prototypes | \$0.00        | 120.00       | 127.50       | 100%       | 0.00 |              | 9.00   | 10.00  |        |        |        |        | 9.00             |       |
| Blue Label VM                 |     | 1.1.1.3 Create Information Architecture    | \$0.00        | 200.00       | 209.00       | 100%       | 0.00 |              |        |        | 9.00   |        |        |        | 9.00             |       |
| Custom Fusion Interface       |     | 1.1.1 Data Collection                      | \$0.00        | 150.00       | 153.00       | 100%       | 0.00 |              |        | 2.00   |        | 8.00   |        |        | 10.00            |       |
| Help Desk                     |     | Help Desk                                  | NA            | NA           | NA           | NA         | NA   | 2.00         | 2.00   | 2.00   |        |        |        |        | 2.00             |       |
| Non-Project Work              |     | Admin                                      | NA            | NA           | NA           | NA         | NA   | 2.00         |        |        |        |        |        |        | 2.00             |       |
|                               |     | Meetings                                   | NA            | NA           | NA           | NA         | NA   |              |        |        | 1.00   |        |        |        | 1.00             |       |
| Show Totals for               |     |  |               |              |              |            |      | Billable     | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00             |       |
|                               |     |  |               |              |              |            |      | Non-Billable | 0.00   | 12.00  | 11.00  | 12.00  | 11.00  | 8.00   | 0.00             | 54.00 |
| Grand Totals                  |     |  |               |              |              |            |      |              | 0.00   | 12.00  | 11.00  | 12.00  | 11.00  | 8.00   | 0.00             | 54.00 |

## Time Approvals

Know where the time goes

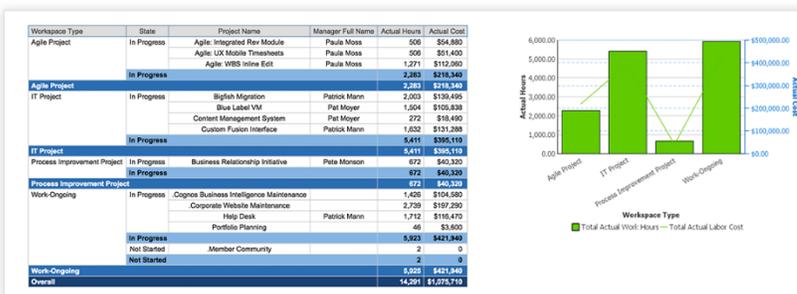
- Track project work, non-project work, and time off.
- Workflow automation and approval routing makes it easier to view, edit, and approve timesheets.



## Mobile Time Tracking

Anytime, anywhere, from any device

- Use our mobile application to enter time-tracking data and submit timesheets from any device.
- It's a simple and easy way for the every day user to manage timesheets.



## Time and Cost Reporting

Don't leave money on the table

- Get insights into planned, actual, and forecasted project costs.
- Know how hours and expenses are impacting budgetary data and project financials.

Changepoint is a leading provider of project portfolio management (PPM), professional services automation (PSA), and enterprise architecture (EA) solutions. We help more than 1,000 global customers transform chaos into order with work management solutions that help teams prioritize initiatives and get the job done. Whether you're managing a portfolio of projects, engagements, or applications, Changepoint solutions help you realize benefits faster.

To learn more call toll free: 1-888-341-9117 or email: [contactus@changepoint.com](mailto:contactus@changepoint.com)