Creating a Collaborative Project Environment with TimeControl®, Microsoft Project and SharePoint

Creating an EPM system

The desire to create a project management environment which spans the entire organization is very common and there are many tools now available to create an environment for your entire organization. Now HMS has combined two of the most popular tools: Microsoft Project and Microsoft SharePoint with its own TimeControl enterprise timesheet system to create an EPM solution for mid-sized organizations.

This combination brings 3 of the most popular systems in their categories together to make a powerful solution.

Microsoft Project is the undisputed leader in desktop project management. This is the most popular project scheduling system in the market. Project's ease of use and flexible interface has made it the tool of choice for individual project managers to make their own project schedules.

SharePoint is the fastest growing product of all time at Microsoft. SharePoint has become the most popular collaboration platform for organizations with both Windows SharePoint Services and Microsoft Office SharePoint Server providing essential elements of a collaboration system for organizations of all sizes. SharePoint already has over 100 million paid licensed users.
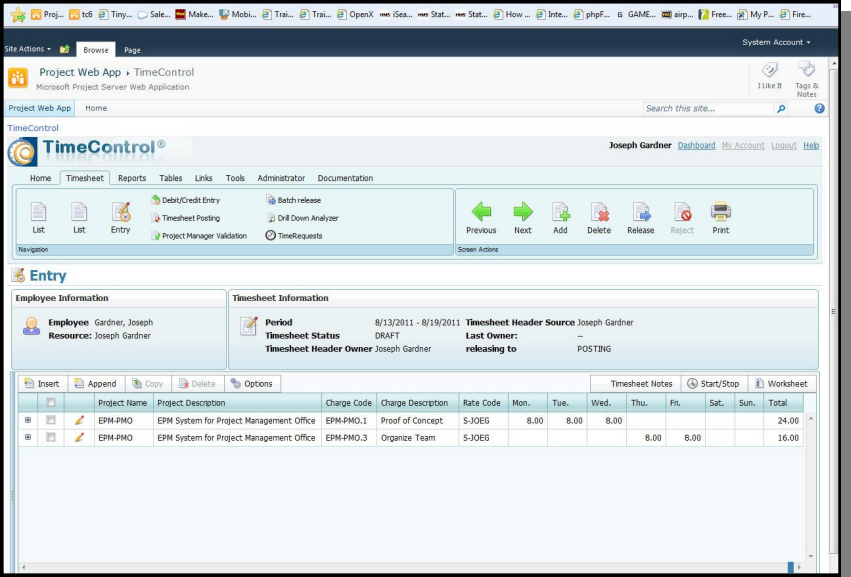
TimeControl is HMS Software's popular enterprise timesheet system which has been a leader in the market since its first release in 1994. TimeControl is designed to provide timesheet information to both Project Management and Finance. It has been in use in organizations of all sizes including many of the Fortune 1000. TimeControl integrates with both Microsoft Project and SharePoint to provide the fundamental building block needed by any organization: *time*.

TimeControl: Timesheets for the organization

TimeControl includes all the functionality that any organization requires to be effective. It's tremendous flexibility allows the system to track project time, non project time, leave time and more. The system can be used as a simple time-and-attendance timesheet and be integrated directly to Payroll. Use TimeControl's "Validation Rules" to create an unlimited number of business rules to check timesheets before they're even released for approval. Validation Rules can be applied to all personnel or selected groups. There is no limit to the kind of Validation Rule that could be created within TimeControl.

TimeControl is also effective as a time and billing system, tracking not only when an employee was at work but also what client and task was being worked on and whether that work was billable or unbillable. TimeControl supports an unlimited number of rate codes per employee. This allows for different rates for different projects or even for different roles within the project. TimeControl

TimeControl allows an unlimited number of links to external systems to be defined. It can transfer data with virtually any ERP or Finance system including SAP, Oracle Financials and Microsoft's Dynamics.
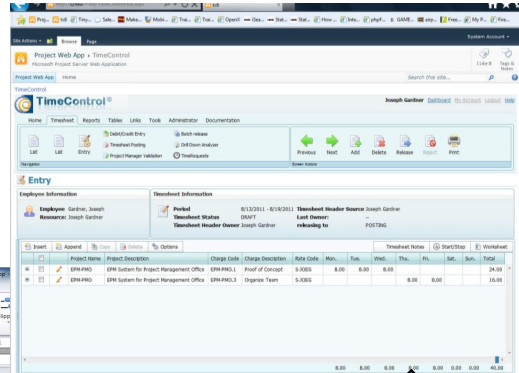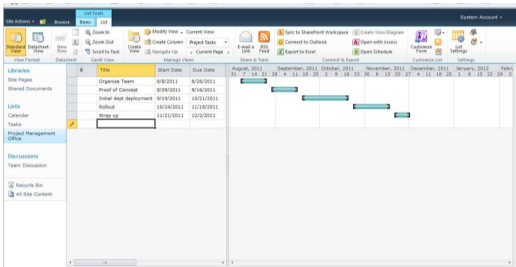
rates also include the ability to track both internal and billable values for each rate so you can instantly see both the cost and the revenue for each hour. Tracking billable profit is now instant!

Microsoft Project, TimeControl and SharePoint make perfect partners for creating a mid-sized EPM system.

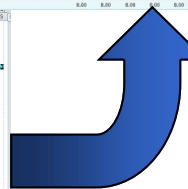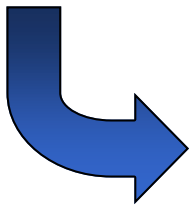## TimeControl: the flexible timesheets system

While TimeControl is able to cater to the needs of the organization's Finance and Human Resources, it excels when tasked with tracking time for project management. TimeControl was one of the first timesheets ever to link directly to Microsoft Project. TimeControl supports multiple versions of Microsoft Project and Project Server simultaneously allowing thousands of projects to populate the TimeControl database. Data can be linked into TimeControl or linked from Project into TimeControl and back to Project to make a complete cycle.

While TimeControl includes its own web interface, it can also be installed directly into SharePoint, making the world's most popular collaboration system part of your new project environment.

Creating your collaborative project environment

The division of responsibilities fits perfectly when using Microsoft Project, TimeControl and SharePoint:
First, create a project office workspace in SharePoint for global project documents, reports, project processes and tools. You can even create a multi-project dashboard here using Microsoft Office SharePoint Server.

Next, create a workspace for each project where the project-specific documents and team functions can be made available. Use this space for issues, change management team scheduling and posting of your project schedule.

Now use Microsoft Project to create your planned schedule. Save a copy of the schedule or a printout of Project reports right into your SharePoint workspace.
Finally use TimeControl to link with your Microsoft Project Schedule and input all the timesheets. TimeControl can update the schedule automatically once all the timesheets have been collected. The timesheet can even be presented right inside SharePoint, giving users and uninterrupted experience!

If your organization grows or finds it requires a more integrated database of project schedules, you can move up from Microsoft Project to Project Server. Your TimeControl data will continue as always so there's nothing lost in the move.

The TimeControl, Microsoft Project, SharePoint combination is the fastest way to create a collaborative project management environment and it's also the most familiar to most of your users!

www.timecontrol.com

TimeControl is a powerful, flexible, timesheet system designed to integrate with both Microsoft Office Project 2007 and Finance systems

TimeControl functionality

TimeControl provides an electronic timesheet system designed to serve both Finance and Project Management

Open Architecture

TimeControl is an open architecture system which supports a variety of databases including Microsoft SQL Server, Oracle and Sybase. Customizable user profiles allow the *TimeControl* interface to be tailored to each user's requirements.

Timesheet Approvals

TimeControl supports HMS Software's unique *Matrix Approval Process for Labor Actuals* and includes the remarkable automated Validation Rules.

Customized User Profiles

TimeControl's User Profiles allows the Administrator to tailor the experience of each user by determining which menu choices, reports and even fields are accessible.

Links to Project Management

Aside from Microsoft Project Standard and Professional, *TimeControl* also includes direct links to Microsoft Project Server, Deltek's Open Plan and Cobra and Primavera's scheduling tools.
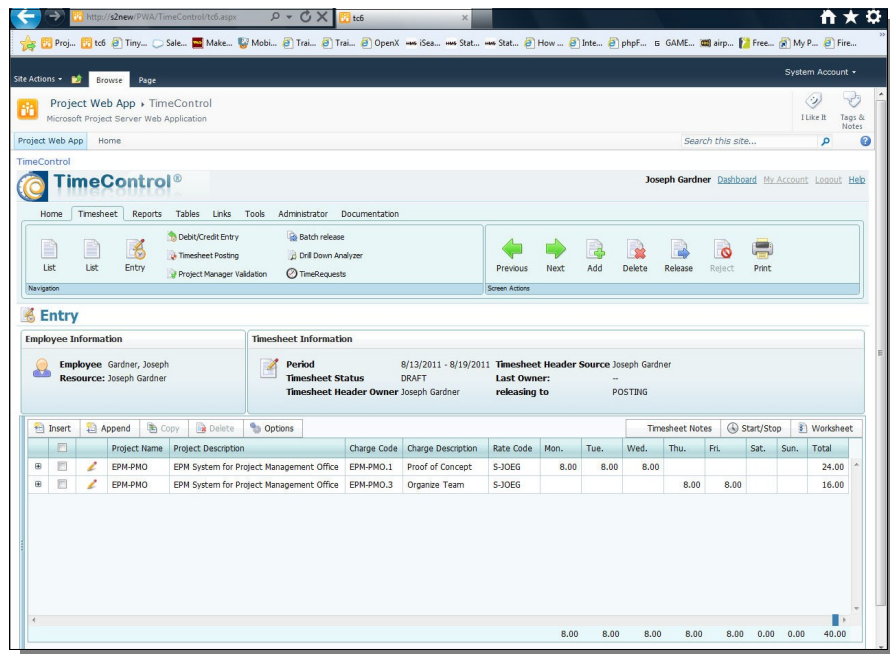
E-mail Enabled

TimeControl allows email notification to be sent for various events such as timesheet rejection or missing timesheets, incomplete or non-approved timesheets.

Expense Reports

TimeControl includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line.

TimeControl's easy-to-use web interface is completely customizable. It is the most effective way to enter both timesheet data and project progress at the same time.

Reporting

TimeControl's reporting engine looks just like Excel™. Reports can even be saved in Excel or HTML format.
TimeControl's Reporting Wizards make report generation easy. Predefined reports are available in a variety of formats which include posted timesheet data, table lists, a timesheets image and missing timesheet reports.

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