



HARVEST GUIDES

TIME TRACKING FOR PROJECT MANAGERS

Time is our most important asset. It's the only resource we cannot readily buy. To make the most effective use of time available on your projects, take advantage of a solution that tracks your hours so you know when projects are approaching their budgets, not when they are overbudget. With the right project management tools, you'll execute your projects with less surprises, more accuracy and foster better relationships with your project stakeholders.

WHY TRACK TIME?

Time tracking brings understanding to how you and your team spends its valuable time. By reviewing your time reports, you improve your workflow in a variety of ways.

Estimate with confidence

Oftentimes, Project Managers are expected to set the timeline and resource requirements for their projects. By referencing time reports from previous projects of similar nature, you can predict the time and effort your next project will take. Having access to historical performance of your team is the cornerstone to setting expectations for your future initiatives. Building your plan using data is the best way to explain your expectations to key stakeholders for your project.

Make better decisions

By collecting time entries from your team in real-time or on a daily basis, you will make better decisions based on the up-

to-date information. Effective time tracking applications will help provide the benefits of budget alerts so you know when you need to make adjustments or to reach out to your project stakeholders. By taking action early and based on data, you will keep expectations aligned throughout your project.

Bill accurately

If you provide consulting services to clients, especially on an hourly basis, you want to do your best to capture your time correctly and efficiently. Without a good time tracking practice, you are vulnerable to losing billable time which means losing out on revenue for work which you have done. With an effective time tracking system, not only will you be tracking time accurately, you will have all the details ready to go to provide to your clients if more detailed information is needed.

Additionally, you will be able to easily see how much uninvoiced time is yet to be collected. This gives your company the visibility to expected cash flow from the work being performed.

Deliver projects on time and on budget

When projects don't go as planned, it becomes a point of stress for all parties involved. When you manage a project with a time tracking application, you will be able to set budgets for the projects and their associated tasks. As your team's accumulated time approaches the set budgets, you can easily spot this in the reports or even via an email alert. Staying on top of your budgets means you can communicate concerns to

your clients sooner than later. This keeps surprises off the table and leads to a productive and communicative relationship with your clients.

Implied accountability

When a team tracks time together, every team member participates in being accountable for the project's timeliness. By allowing team members to know what the budgets are and allowing them to see their own time reports, individuals will be more aware of the importance of their own time. By making time tracking a peer-supported effort, everyone feels more ownership to contribute.

Fast invoicing generation

Generating invoices from your time tracking solution should be simple and fast. Once you've accrued all your billable hours, your time tracking service should be able to create a custom invoice with your company's brand. You should be able to download this invoice as PDF or send the invoice directly to the client via the service.

Generating invoices from billable time is often one of the most time consuming tasks for small business. With an integrated invoice solution to your time tracking service, you will save a lot of administrative time.

Provide exportable data for further analysis and processing

As a project manager, you may want to analyze your team's performance in a custom format you've created. Whether that's bringing your timesheets into Excel spreadsheets for pivot tables or to Quickbooks for payroll, your online time tracking service should provide these export capabilities.

GETTING STARTED WITH HARVEST TIME TRACKING

We've provided an overview of how time tracking can be used in a project management capacity. Now let's take a look at how you can get your team started with time tracking.

Harvest is an online time tracking service which helps project managers effectively manage internal and client projects. Harvest provides a variety of easy-to-use ways for your team to track time. Whether your team member chooses to track time via the web, desktop or mobile (iPhone or Android companion apps available), you provide minimal additional work for your team as you gather valuable information to ensure your projects go smoothly.

GET STARTED

Harvest offers simple, online time tracking and powerful reporting relied on by thousands of businesses in over 100 countries worldwide like Volkswagen, Happy Cog, and Burton. Track time anywhere - on the web with your web browser, mobile device, or our widget. Take Harvest for a spin with a fully functional 30 day free trial today at: <http://www.getHarvest.com>

E:mail: sales@getHarvest.com

Phone: **US & Canada 1 (888) 350-6637**
Worldwide 1 (212) 226-4160

Related: Harvest Guide: Rallying Your Team for Time Tracking

Most people resist the idea of tracking time because it is often associated with hassle and additional effort. With Harvest, time tracking can now be done with minimal effort and positively impact an individual's workflow. Learn how you can get your team to adopt a time tracking through education. Refer to our free "Rallying Your Team for Time Tracking" to learn more about the art of rolling out a time tracking system to your team.

[Download Rallying Your Team for Time Tracking](#)