

Managing Projects for Profit

Project Reports from Timemaster

This document contains some of the key reports and enquiries within the Timemaster time recording system aimed specifically at providing project managers with the information they require to manage their projects effectively.

The document is too brief to go into how each report works and is derived, but we can easily do that later if you would like to contact us. Our contact details are on the last page.

Profitability Overview

This one's easy to understand:

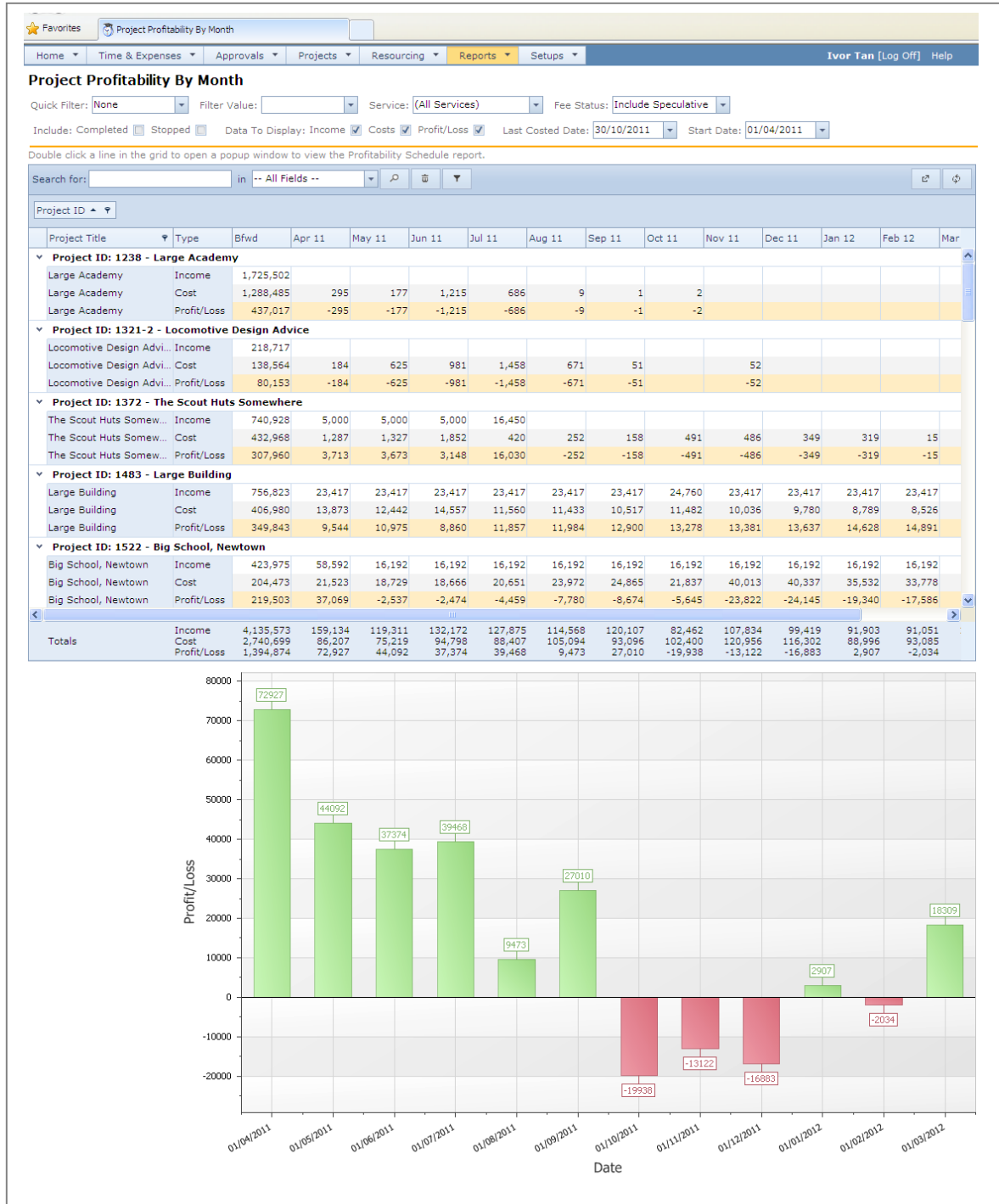
Total Fee - Actual Costs - Cost to complete = Profit.

The end traffic light shows the profitable ones: Green projects are profitable, red ones aren't, Orange ones are becoming un-profitable.

#	Project ID	Project Title	Project Leader	Total Fees	Cost to Date	Cost to Complete	Profit	Profit %	
	1238	Large Academy	Ivor Tan	1,725,502	1,129,273	0	434,633	25	●
	1321-2	Locomotive Design Advice	John Salmon	218,717	142,281	52	75,934	35	●
	1372	The Scout Huts Somewhere	Ivor Tan	777,900	438,732	1,169	337,999	43	●
	1483	Large Building	James Gold	1,039,173	443,645	46,534	500,676	48	●
	1514	Advice to Grand Designs	Ivor Tan	8,312	5,589	0	2,723	33	●
	1522	Big School, Newtown	Ivor Tan	838,782	334,602	496,435	-12,408	-1	●
	1545	Big Shed	James Chestnut	540,815	229,417	264,560	26,750	5	●
	1548	Kitchen Design Advice	James Gold	16,500	10,486	334	5,680	34	●
	1549	Small Library	James Chestnut	53,266	43,537	188	6,916	13	●
	1551	Telecoms fit out	Ivor Tan	1,600	1,080	0	370	23	●
	1556	Private School	Helen Red	51,666	15,038	17,172	19,456	38	●
	1557	Large Student Houses	Richard Silver	298,503	219,119	23,561	55,823	19	●
	1564	Gallery Feasibility Study	Ivor Tan	10,000	5,805	31	4,164	42	●
	1566	Nouvelle Design Feasibility	James Chestnut	856	2,076	0	-1,220	-142	●
	1570	College Feasibility Study	Ivor Tan	17,000	15,014	0	1,986	12	●

Project Profitability By Month

An incredibly useful report shows a summary of income and costs by month, used to predict future income, profitability and workload by client, department, project manager or the whole company.



Profitability Schedule

This key report shows how much you've spent; how much you're likely to spend; and how much fee you'll get and when – the complete story.

★ Favorites Profitability Schedule

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Project: 1545 Big Shed

Projects List New & Edit Project Management Reports

Service: Architectural Services Last Costed Date: 31/10/2011 Printer Friendly

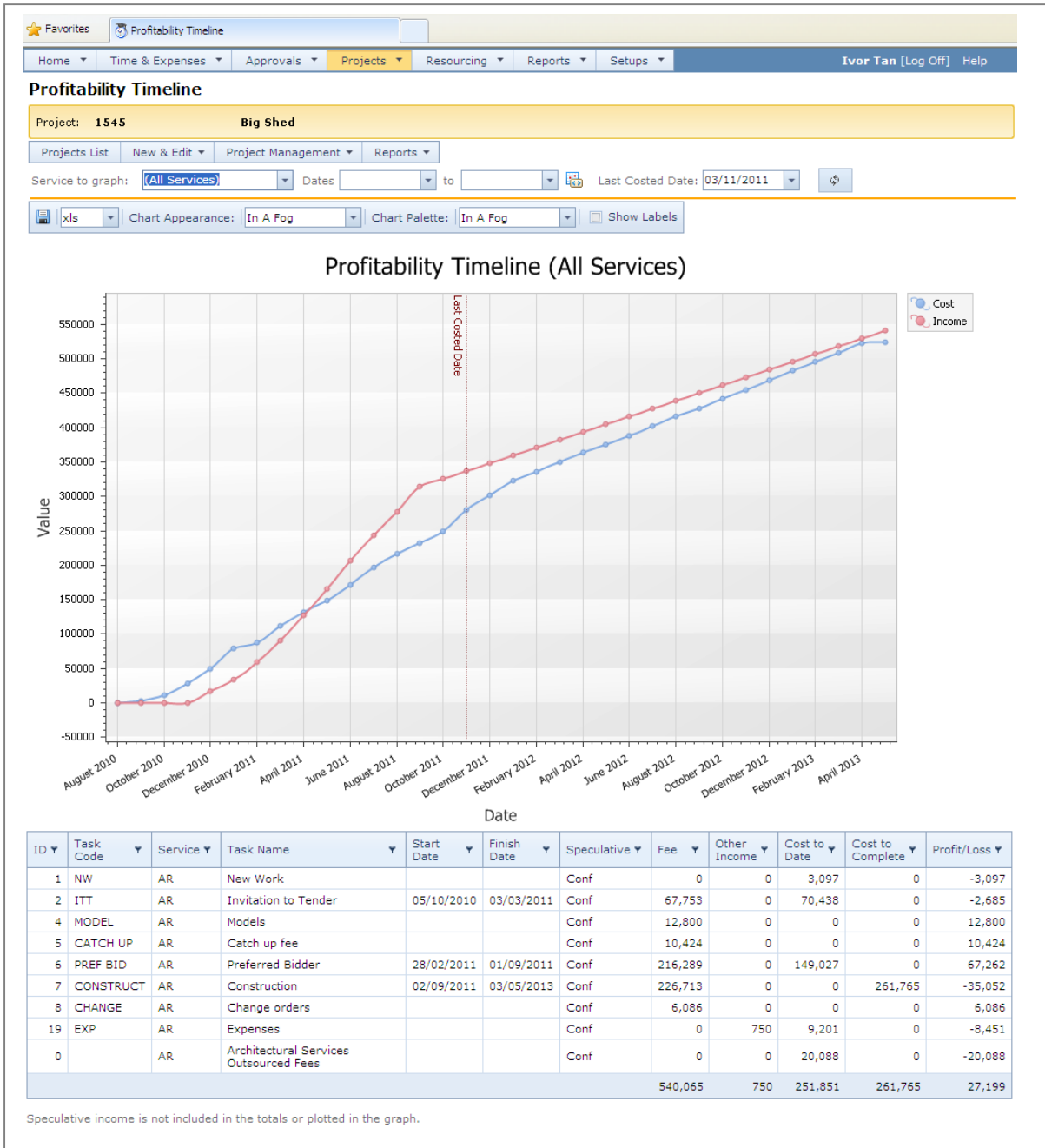
Date: 31-Oct-11 (Produced:04-Nov-11 10:24)		Construction value: £12,619,339		£521,179	Percentage Fee
Job no: 1545		Percentage: 4.13 %		£18,886	Lump Sum Fees
Project: Big Shed		Potential Net Fees:			Timecharges chargeable
					Future timecharges
				£750	Expenses chargeable
				£540,815	Total Confirmed Fees
				£21,793	Anticipated expenses
				£20,088	Outsourced Costs
				£472,184	Projected time
				£26,750	Balance (profit/loss)
					5 % Profit %

% Comp Now:	100%	100%	100%						
% Breakdown:		13%	42%	44%	100%	Other Costs	5.0 %		
Baseline:		£67,753	£216,289	£226,713	£510,755	£27,003	£20,088		
Antic spend:	£3,097	£70,438	£146,807	£251,842	£472,184	Remaining: £17,928	Balance: £5,210		
Balance:	£-3,097	£-2,685	£69,482	£-25,129	£38,571				
Charge:	Non Chg	Fee	Fee	Fee					
Conf/Spec:	Conf	Conf	Conf	Conf					

	NW New Work	ITT Invitation to Tender	PREF BID Preferred Bidder	CONSTRUCT Construction	Sub Total	Expenses	Outsourced	Total per month	Invoiced	Balance	% Complete
Start date	04/08/10	05/10/10	28/02/11	02/09/11							
Finish date	01/01/01	03/03/11	01/09/11	03/05/13							
May-11			16,250		16,250	412		16,662	38,115	21,453	28.2 %
			20,355		20,355	1,588	1,350	23,293	42,134	18,842	34.1 %
Last six months			23,540		23,540	1,524		25,064	36,048	10,984	40.9 %
actuals			19,864		19,864	143		20,006	34,731	14,725	46.6 %
			14,779		14,779	884		15,663	36,048	20,385	50.9 %
			16,531		16,531	175		16,706	11,336	-5,370	55.6 %
To date	3,097	70,438	146,807		220,342	9,075	20,088	249,505	325,438	75,933	55.6 %
future targets	Manual Entry	Resourced	Resourced	Resourced							% Spend 48.5 %
Nov-11				20,004	20,004	1,126		21,131	11,336	-9,795	59.1 %
Dec-11				20,182	20,182	1,009		21,191	11,336	-9,856	62.7 %
Jan-12				19,168	19,168	958		20,127	11,336	-8,791	66.1 %
Feb-12				13,111	13,111	656		13,766	11,336	-2,431	68.4 %
Mar-12				13,340	13,340	667		14,007	11,336	-2,672	70.7 %
Apr-12				12,742	12,742	637		13,379	11,336	-2,044	73.0 %
May-12				11,204	11,204	560		11,765	11,336	-429	75.0 %
Jun-12				11,988	11,988	599		12,588	11,336	-1,252	77.1 %
Jul-12				13,387	13,387	669		14,056	11,336	-2,720	79.4 %
Aug-12				13,972	13,972	699		14,671	11,336	-3,335	81.9 %
Sep-12				10,981	10,981	549		11,530	11,336	-194	83.8 %
Oct-12				13,372	13,372	669		14,041	11,336	-2,705	86.2 %
Nov-12				12,198	12,198	610		12,808	11,336	-1,472	88.3 %
Dec-12				12,740	12,740	637		13,377	11,336	-2,042	90.6 %
Jan-13				13,385	13,385	669		14,054	11,336	-2,718	92.9 %
Feb-13				12,184	12,184	609		12,793	11,336	-1,457	95.1 %
Mar-13				12,687	12,687	634		13,321	11,336	-1,986	97.3 %
Apr-13				13,389	13,389	669		14,059	11,336	-2,723	99.7 %
May-13				1,806	1,806	90		1,896	11,336	9,439	100.0 %
Jun-13											100.0 %
Jul-13											100.0 %

Profitability Timeline Report

This report shows the actual and predicted profit over time, in the form of an easy to read graph.



Baseline Reporting

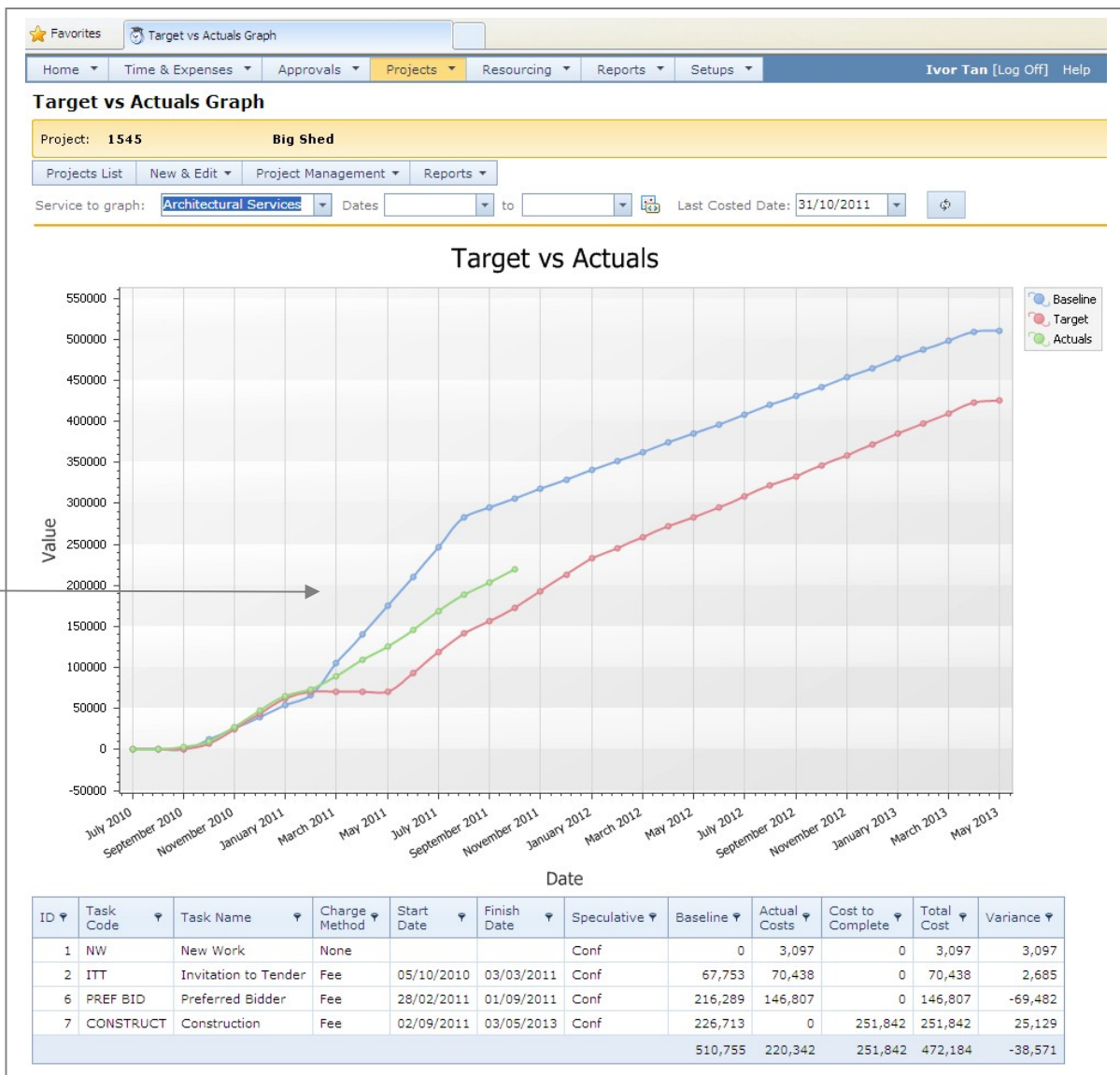
Set baselines and measure against them in a summary and a detail. Why guess what's happening when Timemaster will show you?

Projects List

Project: **1545** **Big Shed**

View: Targeting Effective Date: 31/10/2011

#	Project ID	Project Title	Project Leader	Baseline Hours	% Compl	Actual Hours	Hours to Complete	Total Hours	Variance Hours	Plan Date
	1238	Large Academy	Ivor Tan	37,144	100	19,141	0	19,141	18,004	01/09/2011
	1321-2	Locomotive Design Advice	John Salmon	3,107	100	2,625	0	2,625	481	01/10/2011
	1372	The Scout Huts Somewhere	Ivor Tan	14,673	100	9,217	23	9,240	5,434	01/11/2011
	1483	Large Building	James Gold	14,806	92	10,315	922	11,237	3,569	01/11/2011
	1514	Advice to Grand Designs	Ivor Tan	92	100	82	0	82	10	01/10/2010
	1522	Big School, Newtown	Ivor Tan	11,977	57	8,409	6,352	14,762	-2,785	01/11/2011
	1545	Big Shed	James Chestnut	7,597	48	5,893	6,388	12,281	-4,684	01/11/2011
	1548	Kitchen Design Advice	James Gold	292	97	284	8	292	0	01/11/2011
	1549	Small Library	James Chestnut	841	100	779	2	781	60	01/10/2011
	1551	Telecoms fit out	Ivor Tan	0	0	22	0	0	0	01/01/2011



Employee Performance Reports

Key performance reports for employees show achieved productivity against a personal target, and also their contribution to profitability.

Staff Productivity Report

The productivity report shows an analysis of time spent on productive work compared to the employee's target, with a detailed drill-down of non productive time.

★ Favorites Staff Productivity

Home Time & Expenses Approvals Projects Resourcing Reports Setups Ivor Tan [Log Off] Help

Staff Productivity

Dept* Group* 04 Dates 01/01/2011 to 04/11/2011

Double click a line in the grid to drill down to the staff productivity detail.

Staff Name	Department	Hrs/Wk	Target Prod %	Contract Hours	Total Hours	Prod Hours	Non Prod Hours	Actual Prod %
Alan White	London	37.50	80.00	1,650.00	1,683.00	258.25	1,424.75	15.65
Amanda Wenge	London	22.50	80.00	990.00	1,031.50	806.50	225.00	81.46
Andrew Purple	London	37.50	80.00	1,650.00	1,742.00	1,500.00	242.00	90.91
Andy Mint	London	30.00	80.00	1,425.00	1,255.50	1,011.75	243.75	71.00
Christine Noir	London	37.50	80.00	817.50	827.50	732.50	95.00	89.60
Christine Yellow	London	37.50	80.00	1,462.50	1,472.30	1,263.30	209.00	86.38
Ivor Tan	London	37.50	70.00	1,650.00	1,591.75	1,230.00	361.75	74.55
James Chestnut	London	37.50	80.00	1,650.00	1,605.00	1,320.25	284.75	80.02
James Gold	London	22.50	80.00	990.00	1,018.50	856.50	162.00	86.52
John Salmon	London	37.50	80.00	1,650.00	1,650.00	1,343.50	306.50	81.42
Michael Brown	London	37.50	80.00	1,650.00	1,943.25	1,699.50	243.75	103.00
Nigel Black	London	37.50	80.00	1,650.00	1,720.00	1,469.50	250.50	89.06
Reginald Maroon	London	37.50	80.00	1,650.00	1,667.00	1,397.25	269.75	84.68
Richard Blue	London	37.50	80.00	1,650.00	1,820.50	1,526.00	294.50	92.48
Richard Silver	London	37.50	80.00	1,650.00	1,597.00	1,361.75	235.25	82.53
Roy Magnolia	London	37.50	80.00	1,650.00	1,655.50	1,320.50	335.00	80.03
Simone Cerise	London	37.50	80.00	1,650.00	1,757.50	1,517.75	239.75	91.98
		79.43	28,785.00	29,437.05	23,509.30	5,927.75	81.67	

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Staff Productivity Detail

Staff: **Ivor Tan [IT]** Dates: **01/01/2011** to **04/11/2011**

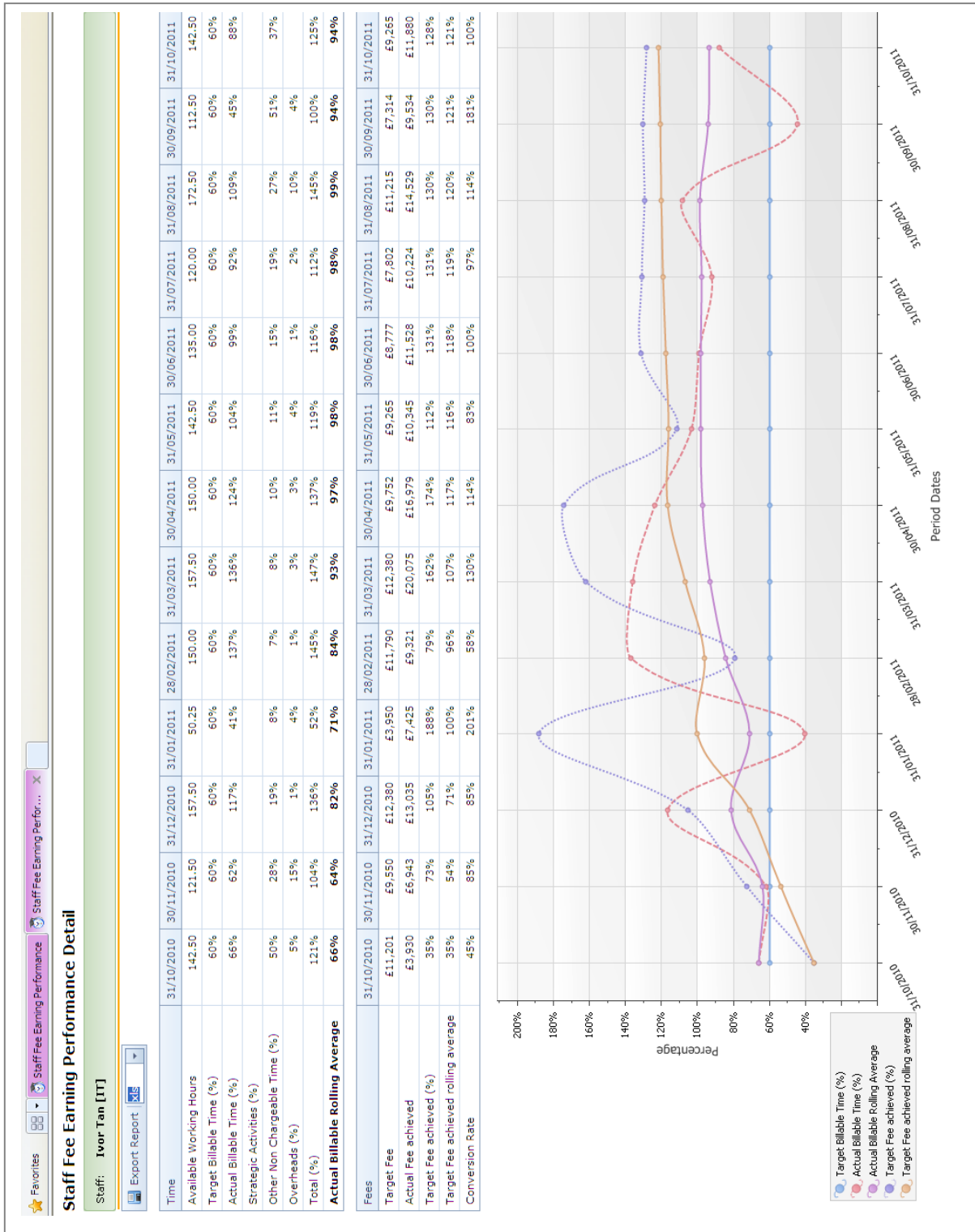
Target: 70.00
Actual: 74.55

Category	Hours	Percentage
1. Annual holiday	249.75	69.04%
2. Statutory holiday	67.5	18.66%
3. Reviews - organis...	28	7.74%
4. Teaching & lecturing	9.5	2.63%
5. Recruitment	7	1.94%

Date	Project ID	Project Title	Activity	Hours	Comments
04/11/2011	T-EMP-LEAVE	Employment - Leave	Annual holiday	7.50	
03/11/2011	T-EMP-LEAVE	Employment - Leave	Annual holiday	7.50	
02/11/2011	T-EMP-LEAVE	Employment - Leave	Annual	7.50	

Staff Fee Earning Performance Report

The Fee Earning Performance report shows each employee's contribution to profit. It shows the actual fee earning achieved as a percentage of the target fee earning potential. Both summary and detailed views are available.



Staff Time Analysis

This is just one of a number of user-configurable reports to analyse staff time. Choose both the level and the type of work to analyse.

Private Developer Lt: 28 %

Overheads: 22 %

Big Builders Ltd: 15 %

New Work: 14 %

Ace Architects: 13 %

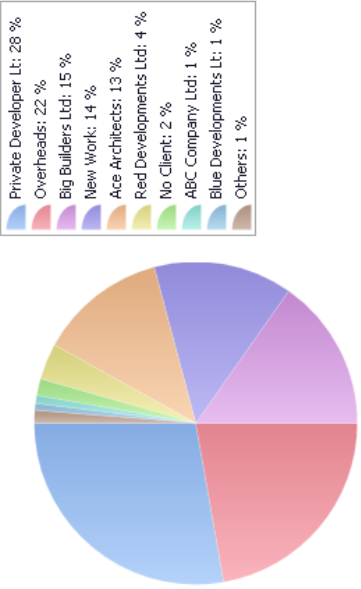
Red Developments Ltd: 4 %

No Client: 2 %

ABC Company Ltd: 1 %

Blue Developments Lt: 1 %

Others: 1 %



Client	Hours	Prime Cost	Resource Cost	Recharge Cost	% Hours
Private Developer Ltd	8,515.05	£279,102.21	£310,720.55	£539,533.50	27.77
Overheads	6,808.50	£257,029.18	£0.00	£0.00	22.20
Big Builders Ltd	4,683.50	£159,639.24	£177,440.59	£297,851.50	15.27
New Work	4,263.25	£177,603.37	£192,499.17	£328,647.50	13.90
Ace Architects	3,926.75	£164,428.42	£170,918.48	£249,734.48	12.81
Red Developments Ltd	1,116.25	£57,874.60	£59,804.32	£100,319.75	3.64
No Client	511.00	£18,848.58	£33,336.01	£47,777.25	1.67
ABC Company Ltd	249.00	£9,109.92	£13,946.41	£23,781.00	0.81
Blue Developments Ltd	201.00	£8,255.57	£9,022.02	£16,436.50	0.66
Brown Developments Ltd	139.00	£5,647.13	£7,043.14	£12,568.50	0.45
Central Purchasing Ltd	116.00	£5,426.00	£5,426.00	£9,698.00	0.38
Ace Academy	66.50	£3,302.08	£3,632.08	£5,691.50	0.22
Black Developers Ltd	56.00	£5,008.89	£5,421.39	£7,318.00	0.18
Green Developers Ltd	10.50	£577.28	£848.58	£1,176.50	0.03

Major Grouping: **Private Developer Lt** (total for each)

Minor Grouping: Analyse percentage hours worked by

Department: London Hours: 30,662.30 Prime Cost: £1,161,852.45 Resource Cost: £990,058.73 Recharge Cost: £1,640,533.98 % Hours: 100.00

What Else Does Timemaster Do?

Not only does Timemaster provide the profitability reports shown above, but it will also handle your:

- Invoicing with full write-offs and deferrals capability
- Invoice discounts, invoice production
- Holiday Bookings
- Expense Tracking
- Timesheet Entry
- Flexi Time Calculations

For an explanation on the content of the above reports, or for more information on how Timemaster can help improve your visibility of project profitability and work pipelines please contact:

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or visit our website at www.orica-software.co.uk

Who Uses it?

With well over 15,000 users in over 80 different organisations, Timemaster is used by:

- Local Authorities
- Architects
- Engineers
- Surveyors
- Management Consultants
- IT Companies and Organisations
- And many other organisation that need an easy to use web based timesheet and project management system.