

Time Tracking & Management—Activity Definition

Purpose:

The objective of this activity is to ensure that all time spent on a project is tracked. At an organizational level, this information can be analyzed and used to estimate likely effort and cost for similar projects.

Participants:

The Project Manager, Team members

Inputs:

Integrated Project Plan [3]

Process:

1. All team members in addition to the Project Manager need to track the amount of time they spend on a project.
2. The Project Manager needs to ensure that time tracking is done.
3. The Project manager can create variance reports and reflect the variances in the project work plan.

Outputs:

Time Sheets, Variance Reports, and Estimates for future projects

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Time Tracking and Management—Guidelines

1. If team members do not enter the amount of time spent on a project activity, new projects may be estimated incorrectly. This information can be used in estimating time for activities in the later phases of production of the same project as well. Likely slippages in meeting deadlines can be detected if team members track time regularly.
2. Once enough data is collected, someone at an organizational level should categorize projects by type and determine productivity numbers for each type of project.
3. Deviations from the average productivity numbers should be examined closely.
4. The Project manager should secure management support to track time.
5. It is recommended that time tracking and management be done weekly.