



Enhance Your Project Reports integrating Timesheet Management with BrightWork

presented by

Chris Vandersluis
CEO, HMS Software



Billy Guinan
Marketing, BrightWork

Agenda

1. See how to quickly get started managing projects and portfolios in SharePoint
2. Learn how to extend SharePoint for enterprise timesheets with TimeControl
3. Live demo of BrightWork and TimeControl working together
4. Q&A

QUICK POLL

**Are you currently using
timesheets in SharePoint for
project management?**



BrightWork

Projects • Portfolios • SharePoint •

Start managing projects with best-practice templates and dashboards.

Evolve project management with one complete SharePoint solution.



BrightWork

Some of the companies we work with and have provided Project Management Solutions



amazon



Dimensional



Camden
NATIONAL BANK



SIEMENS
Healthineers



AMSURG



ASCEND
PERFORMANCE MATERIALS

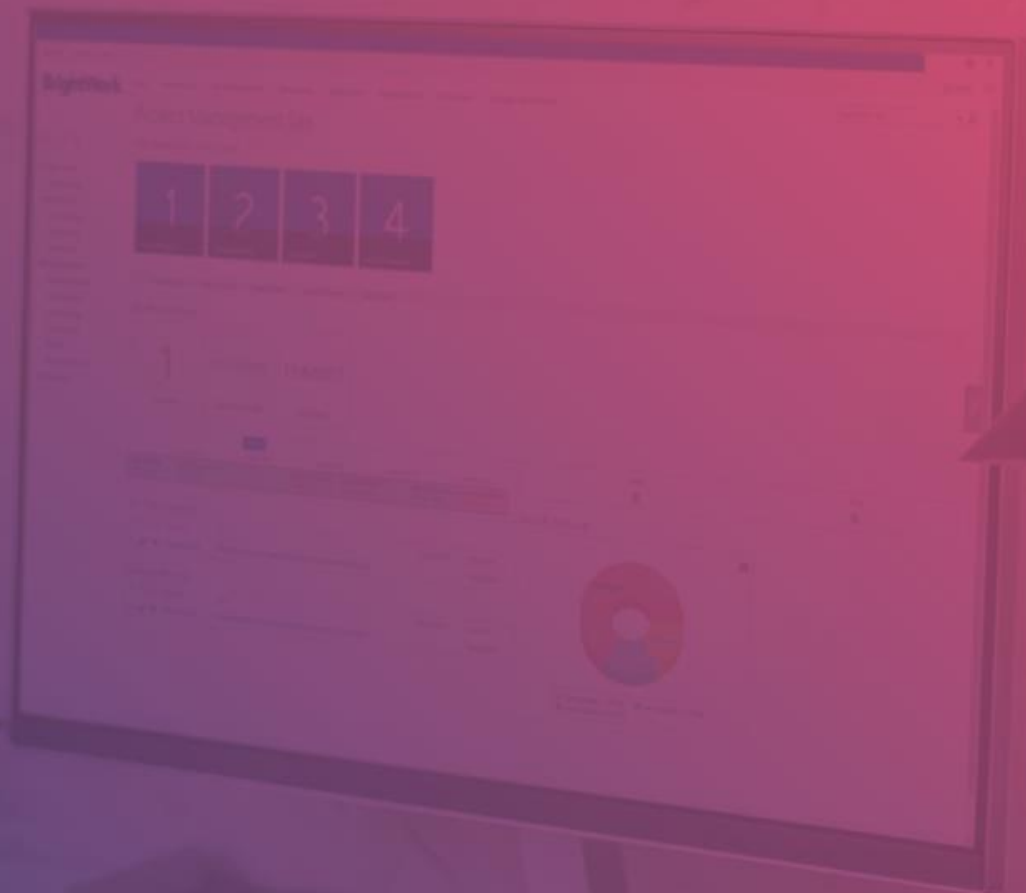


Schneider
Electric



UNITED STATES
POSTAL SERVICE

DEMO



TimeControl

TimeControl is a multi-purpose timesheet designed to integrate with project management systems and corporate Finance systems simultaneously.

The screenshot displays the TimeControl web application interface. The browser address bar shows the URL: <https://docs.timecontrol.net/Application/Timesheet/TimesheetEntry.aspx?st=6&mnu=61&ts=ACTIVE&tk=46>. The page title is "TimeControl - Entry".

The interface includes a navigation bar with the "TimeControl" logo and user information for "Gail Robinson". Below the navigation bar, there are search and navigation controls (Previous, Next, Add, Release, Reject, Apply, Undo, More).

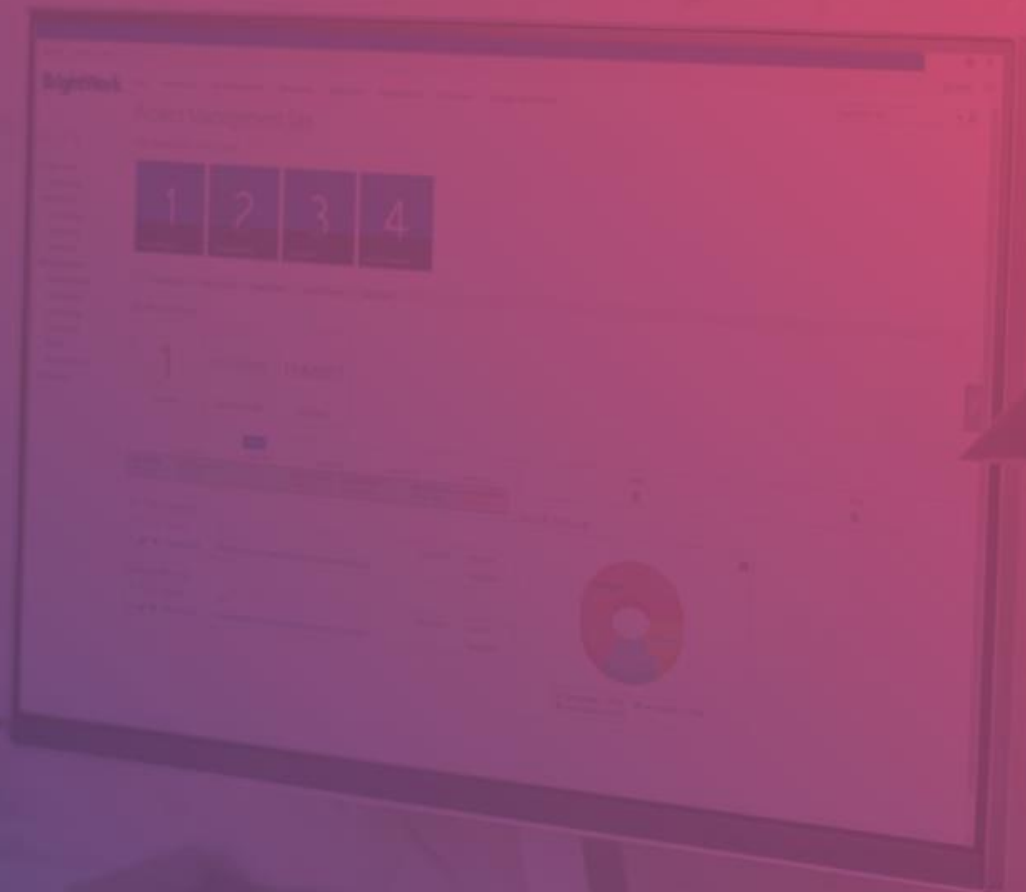
The main content area shows the user's name "Robinson, Gail" and the date range "3/11/2019 - 3/17/2019". It also displays the timesheet source, owner, and last owner. A "DRAFT" button is visible, indicating the timesheet is being released to Tom Logan.

The timesheet table has the following columns: #, Charge Code, Charge Description, Rate Code, and days of the week (Mon 3/11/2019, Tue 3/12/2019, Wed 3/13/2019, Thu 3/14/2019, Fri 3/15/2019), followed by Total, ETC, and Complete columns.

#	Charge Code	Charge Description	Rate Code	Mon 3/11/2019	Tue 3/12/2019	Wed 3/13/2019	Thu 3/14/2019	Fri 3/15/2019	Total	ETC	Complete
(Total=6h) Project Name: BOAT SHOW (Total=16h30m) Project Name: INTERNAL (Total=18h30m) Project Name: POLAR											
1	*** POLAR.11	Technical Documentation	S-GAILR			4h	4h	2h	10h	40h	<input type="checkbox"/>
2	*** POLAR.12	Reference Docs	S-GAILR						0h	96h	<input type="checkbox"/>
3	*** POLAR.13	Training Materials	S-GAILR			2h30m	2h	4h	8h30m	120h	<input type="checkbox"/>
4	*** POLAR.2	Design Interface	S-GAILR						0h	120h	<input type="checkbox"/>
5	*** POLAR.3	Design Reports	S-GAILR						0h	96h	<input type="checkbox"/>
6	*** POLAR.4	Design Security	S-GAILR						0h	40h	<input type="checkbox"/>
7	*** POLAR.6	Code security structure	S-GAILR						0h	16h	<input type="checkbox"/>
8	*** POLAR.7	Code interface structure	S-GAILR						0h	40h	<input type="checkbox"/>
				9h	8h	8h	8h	8h	41h		

At the bottom of the page, there is a "Page size" dropdown set to 200 and a pagination control showing "Page 1 of 1 (11 items)" with a blue button labeled "[1]".

DEMO



QUESTIONS?

➤ Use the Question pane in GoToWebinar to ask questions

THANK YOU

➤ Talk to our Team about your project management needs



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Email amorgan@brightwork.com



For more information on TimeControl

To find out more about TimeControl:

www.timecontrol.com

To try TimeControl for free:

freetrial.timecontrol.com

To find out about HMS Software:

www.hms.ca

To reach HMS Software:

info@hms.ca

To reach Chris Vandersluis:

chris.vandersluis@@hms.ca

APPENDIX

↘ BrightWork model explained

About HMS Software

- HMS: Founded in 1984
- TimeControl released to market in 1994
- Partners with:
 - Microsoft since 1995
 - Oracle-Primavera since 1997
 - Deltek (Welcom) since 1985
 - Hard Dollar (InEight) since 2012
 - Version One since 2014
 - BrightWork since 2017

TimeControl and BrightWork

BrightWork

Project Tasks

Today

Project Home

TimeControl

Initiate

Goals

Contacts

Plan

Tasks Update

Task Reports

Documents

Risks

Task Name	Start Date	Finish Date	Assigned To	Actual Work
Identify suppliers	November 30, 2015	November 30, 2015		0
Create draft budget for upgrade	December 1, 2015	December 13, 2015		0
Create draft plan for upgrade	December 1, 2015	December 14, 2015	Tom Logan	0

BrightWork

TimeControl

Home Timesheet Reports Tools Documentation

List Entry TimeRequest Line Item Approval

Previous Next Add Delete Release Reject Apply Undo Print

Entry

Employee Information

Logan, Tom
Resource: Tom Logan

Timesheet Information

Period: 7/1/2017 - 7/7/2017 Pay Periods: Pay Period 6 (7/1/2017 - 7/15/2017)
Timesheet Status: DRAFT Timesheet Source: Tom Logan
Timesheet Owner: Tom Logan releasing to: TimeControl Administrator

Project Description	Charge Description	Rate Code	Mon	Tue	Wed	Thu	Fri	Total	ETC
Hardware Upgrade	Create draft plan for upgrade	STANDARD	7h	7h	7h	7h	7h	35h	

Page 1 of 1 (1 items)



BrightWork

Project Home

TimeControl

Initiate

Goals

Contacts

Plan

Tasks Update

Task Reports

Documents

Risks

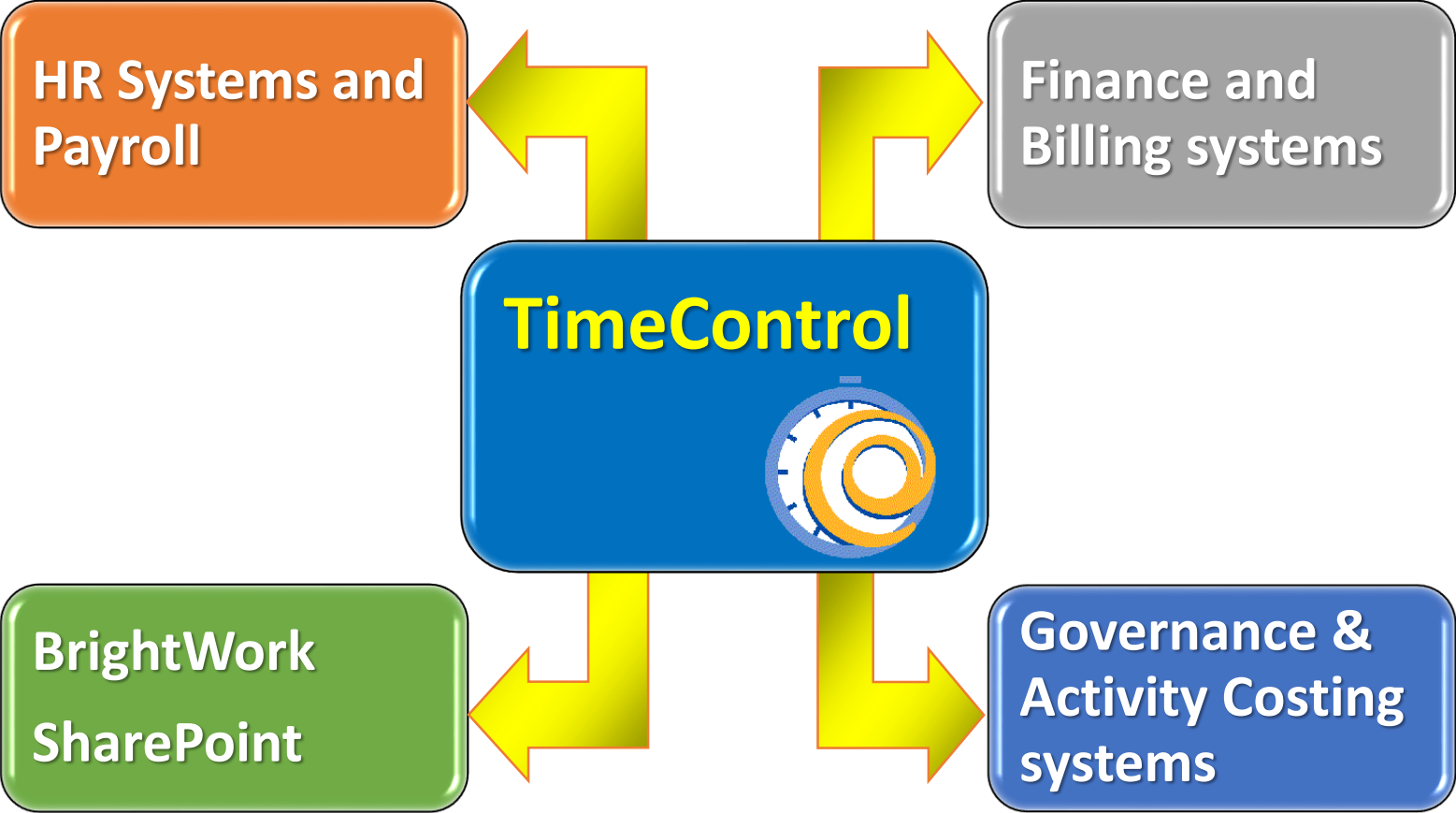
Task Name	Start Date	Finish Date	Assigned To	Actual Work
Identify suppliers	November 30, 2015	November 30, 2015		0
Create draft budget for upgrade	December 1, 2015	December 13, 2015		0
Create draft plan for upgrade	December 1, 2015	December 14, 2015	Tom Logan	35



Benefits of TimeControl

- Single entry for all your time capture requirements
 - Project Control, HR / Payroll, Vacation tracking, Billing
- Ability to connect to all of your corporate systems
- Robust approval process
 - Matrix Approval Process, missing timesheet tracking & notification
- There are links to multiple products to support a mixed environment
- Fully auditable correction process

TimeControl



TimeControl Interface on its own

TimeControl - Entry

https://docs.timecontrol.net/Application/Timesheet/TimesheetEntry.aspx?st=6&mnu=61&ts=ACTIVE&tk=46

TimeControl Gail Robinson

Timesheet > Entry Previous Next Add Release Reject Apply Undo More

Robinson, Gail 3/11/2019 - 3/17/2019

Timesheet Source Gail Robinson
Timesheet Owner Gail Robinson
Last Owner Tom Logan

DRAFT
releasing to Tom Logan

+ Add Copy Delete Analyze Options

#	Charge Code	Charge Description	Rate Code	Mon 3/11/2019	Tue 3/12/2019	Wed 3/13/2019	Thu 3/14/2019	Fri 3/15/2019	Total	ETC	Complete
> (Total=6h) Project Name: BOAT SHOW											
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				9h	8h	8h	8h	8h	41h		

Page size: 200 Page 1 of 1 (11 items) [1]

TimeControl within Teams

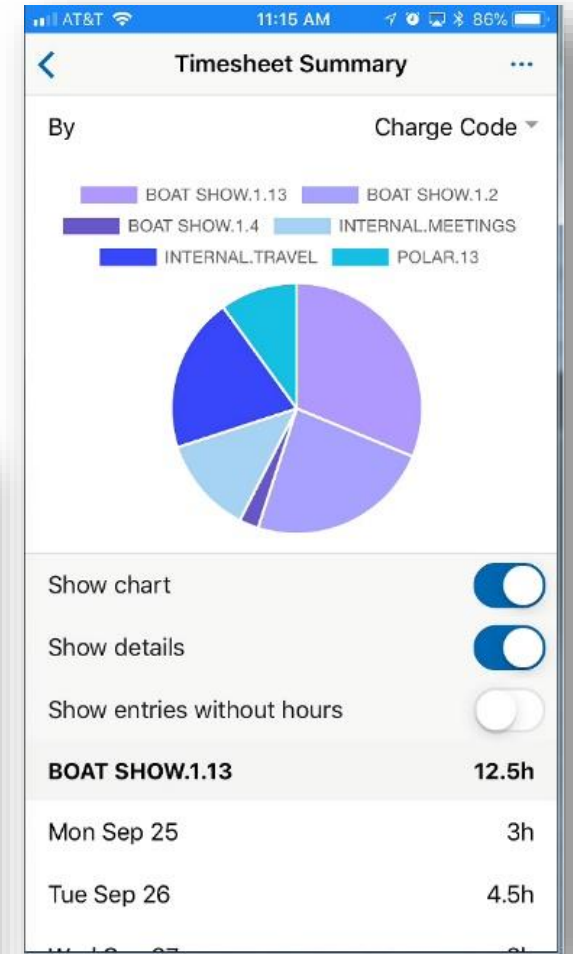
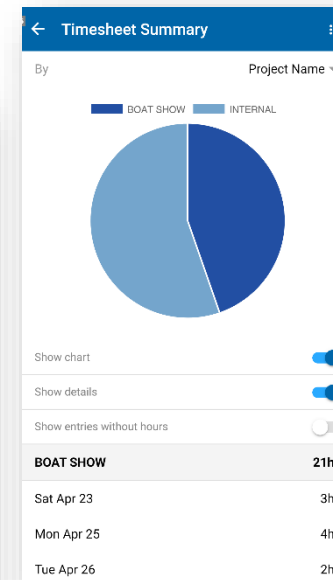
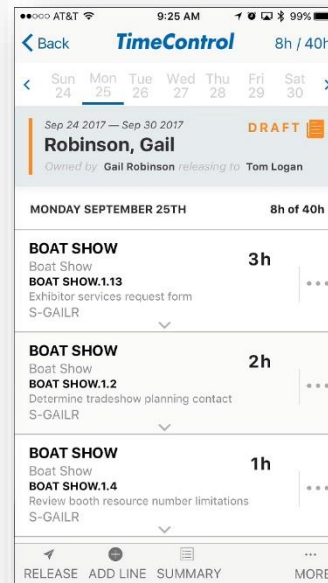
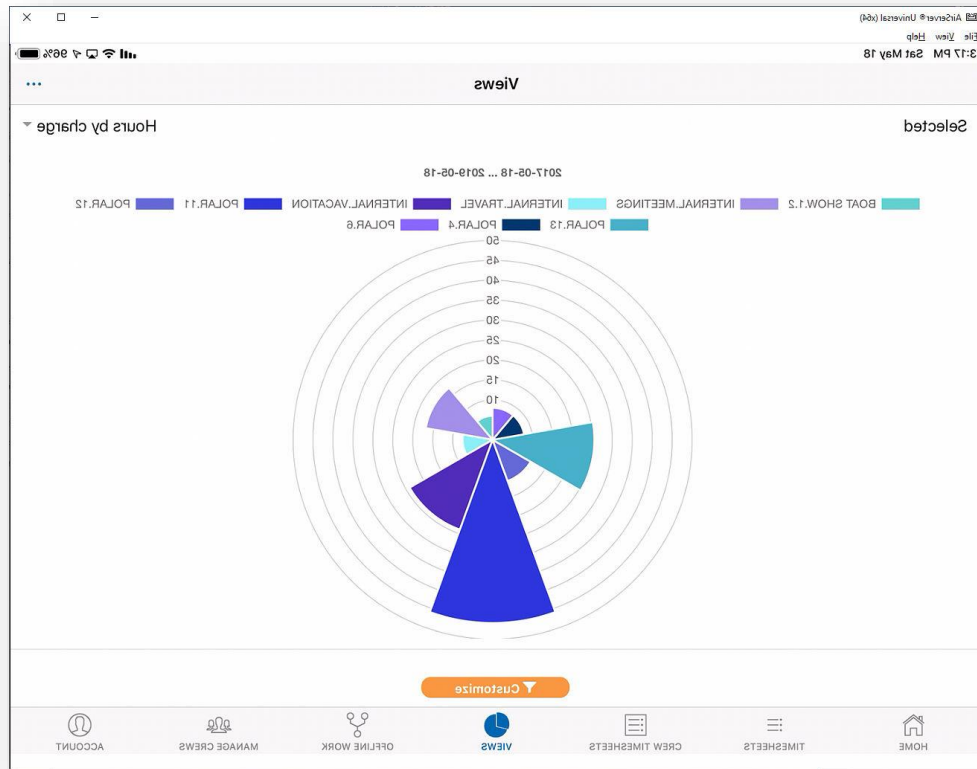
The screenshot displays the Microsoft Teams interface with the TimeControl application embedded. The left sidebar shows the 'Teams' section with 'HMS Sales Team' selected. The top navigation bar includes 'TimeControl' and the user 'Joseph Gardner'. The main content area is divided into several sections:

- ACCUEIL** (Home) menu with options: FEUILLE DE TEMPS, RAPPORTS, TABLES, LIENS, OUTILS, ADMINISTRATEUR, ANCIEN SYSTÈME, and ENTRETIEN.
- graphique circulaire** (Circular chart) showing data for ACME Finance, Baker Consulting, and Internal.
- Rapport de conformité** (Compliance report) for 'Last Week', showing 'F-d-t manquantes 31,00' (Missing hours 31.00).
- Feuilles de temps manquantes** (Missing time sheets) table listing employees and their status.

Code d'employé	Nom de famille employé	Prénom employé	Début de la période	Période se terminant le	Statut
JANEC	Carpenter	Jane	03/05/2021	09/05/2021	⚠ MANQUANTES
BARBD	Donovan	Barbara	03/05/2021	09/05/2021	⚠ MANQUANTES
ROBERTE	Eglington	Robert	03/05/2021	09/05/2021	⚠ MANQUANTES
JOEG	Gardner	Joseph	03/05/2021	09/05/2021	⚠ MANQUANTES
DIANAJ	Jacobs	Diana	03/05/2021	09/05/2021	⚠ MANQUANTES
ALEXL	Lang	Alex	03/05/2021	09/05/2021	⚠ MANQUANTES
TOML	Logan	Tom	03/05/2021	09/05/2021	⚠ MANQUANTES
CHRISP	Peters	Chris	03/05/2021	09/05/2021	⚠ MANQUANTES
GAILR	Robinson	Gail	03/05/2021	09/05/2021	⚠ MANQUANTES
DAVIDT	Taylor	David	03/05/2021	09/05/2021	⚠ MANQUANTES

TimeControl Mobile App

- A free Mobile App supporting Android and Apple devices
- Links to your instance of TimeControl



PROJECTS

Start with Standardized Project Management Templates

BrightWork includes a range project management templates that help you get projects started the right way every time, with the right amount of project management for the project and team in question.

Increase productivity by centralizing all project information into a single, cohesive tool.

The screenshot displays the BrightWork project management interface for a project titled "SharePoint Hyper-V Deployment (PL)". The interface is organized into several key sections:

- Navigation:** A top navigation bar includes "Home", "Projects Area", "Portfolio Reporting", "Templates Area", "Sample Area", "Training Area", and "Vanilla SP PM". A search bar is located in the top right corner.
- Project Home:** A sidebar on the left lists various project management tasks such as "Project Home", "Project Help", "Initiate & Plan", "Tasks Update", "Task Reports", "Documents", "Execute & Control", "My Work Reports", "Work Reports", "Issues Update", "Issue Reports", "Metrics", "Status Reporting", and "Site Contents".
- Get started with your project:** A central section with four numbered steps: 1. Setup Project, 2. Set Initial Dates, 3. Add Tasks, and 4. Add Documents.
- Key Project Metrics:** A section showing three metrics: "Late Items" (6), "Current Finish Date" (12/25/2015), and "Last Change" (8/27/2018).
- Timeline:** A horizontal timeline view for the year 2019, with a "Today" marker and a prompt to "Add tasks with dates to the timeline".
- Top Open Issues:** A table listing the top open issues, including "Project Issues" with the title "Project time lines impacted by Resource Re-organization" and a due date of 12/14/2015.
- Overdue Items:** A table listing overdue items, including "Project Tasks" with titles like "Install OS with Hyper-V" and "Install SharePoint Server 2013 and Test", with due dates ranging from 12/8/2015 to 12/14/2015.
- Tasks By Status:** A donut chart showing the distribution of tasks by status: "Not Started" (red), "In Progress" (green), and "Completed" (yellow).

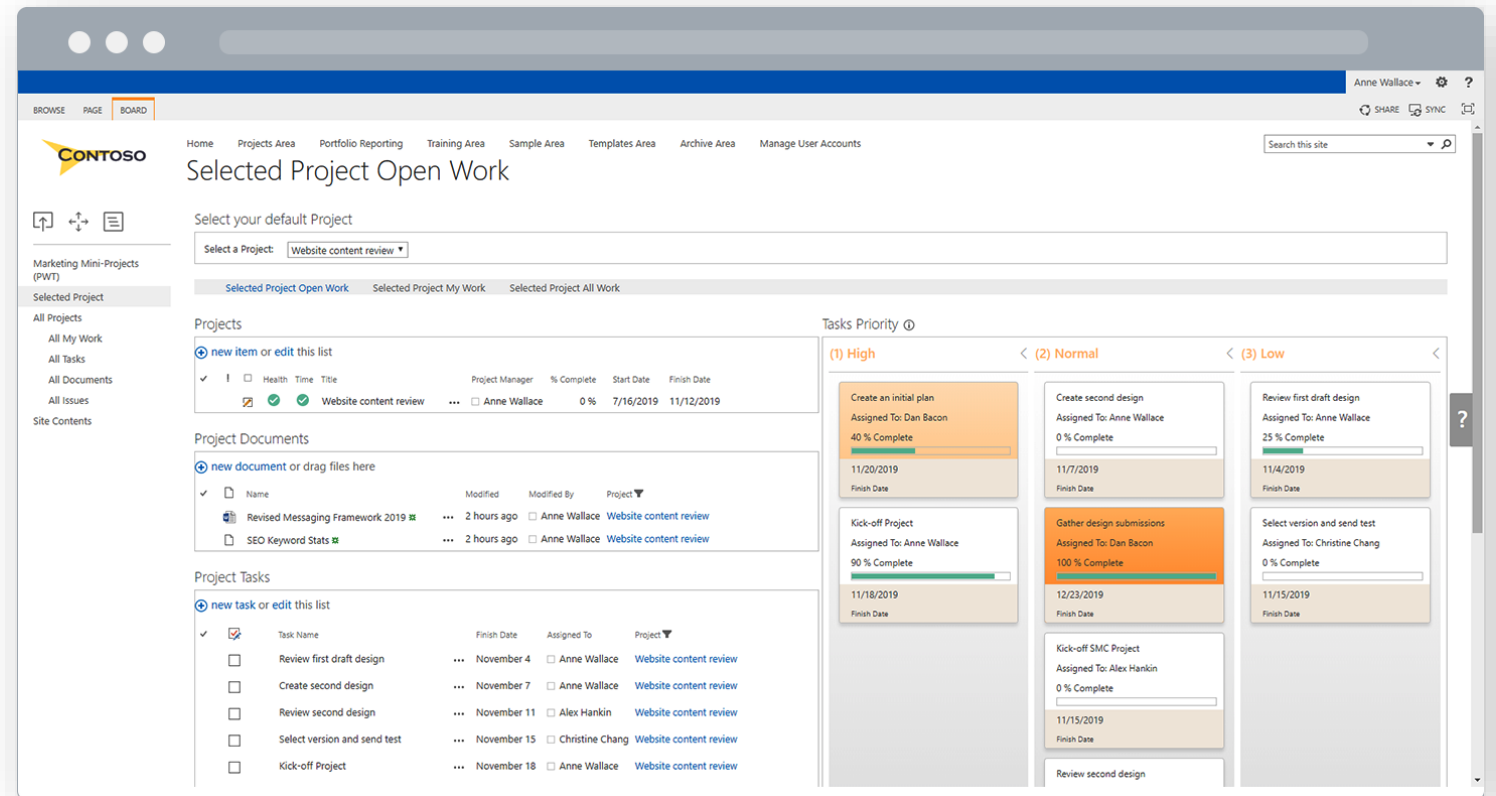
PROJECTS

Collaborate with a Team-focused Project Site

Team members can find, do and report on their work in a team-focused project site with BrightWork.

Manage your schedule with instant visibility into project and non-project tasks.

Manage your schedule with instant visibility into project and non-project task



PROJECTS

Track and Share Progress with Automated Reports

Project Managers spend too much time on administration instead of the project itself!

BrightWork templates come with automated reporting and dashboards to provide project visibility to the people who need it.

The screenshot shows a SharePoint dashboard for 'Projects In Trouble'. The dashboard includes a navigation menu with options like Home, Projects Area, Portfolio Reporting, Training Area, Sample Area, Templates Area, and Archive Area. A search bar is located in the top right corner. The main content area displays a table of projects with columns for Health, Time, Cost, Issues, Project, Project Manager, Start Date, Finish Date, and Due Date. Each project row includes a progress bar on the right side.

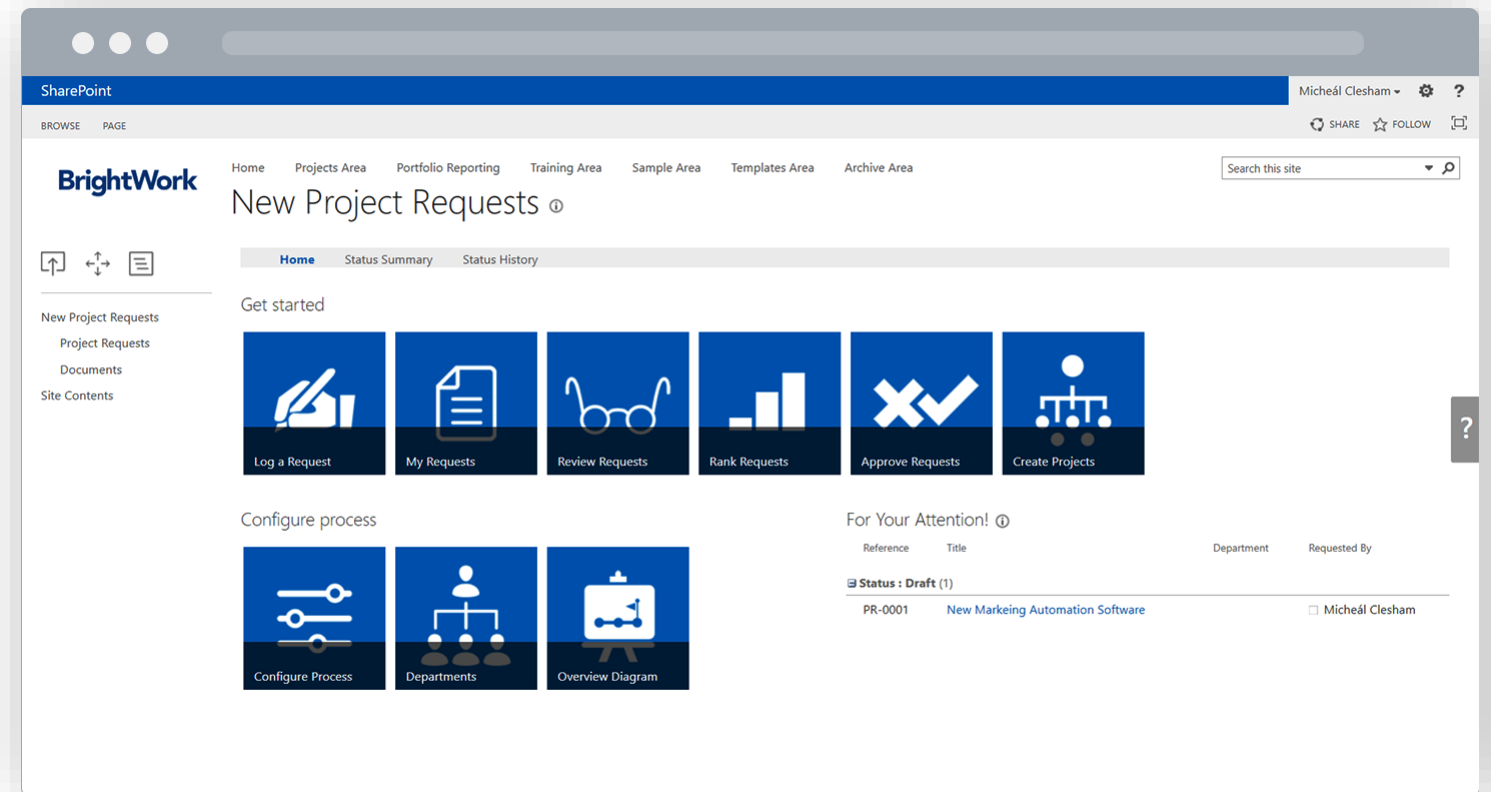
Health	Time	Cost	Issues	Project	Project Manager	Start Date	Finish Date	Due Date
!	⊗	✓	✓	Setup SharePoint Server Farm		12/12/2019	2/26/2020	2/27/2020
!	!	✓	✓	Hardware Upgrade Global (PStr)		9/2/2019	12/20/2019	
!	⊗	✓	✓	Install new OS		12/10/2019	2/24/2020	2/24/2020
!	!	✓	⊗	Install new wireless network for IT		12/11/2019	2/25/2020	2/25/2020

PORTFOLIOS

Approve with Scalable Project Request Management

BrightWork gives you a simple process for deciding which projects get approved and automatically creates the new project site.

Develop a transparent ranking process to ensure alignment with business objectives

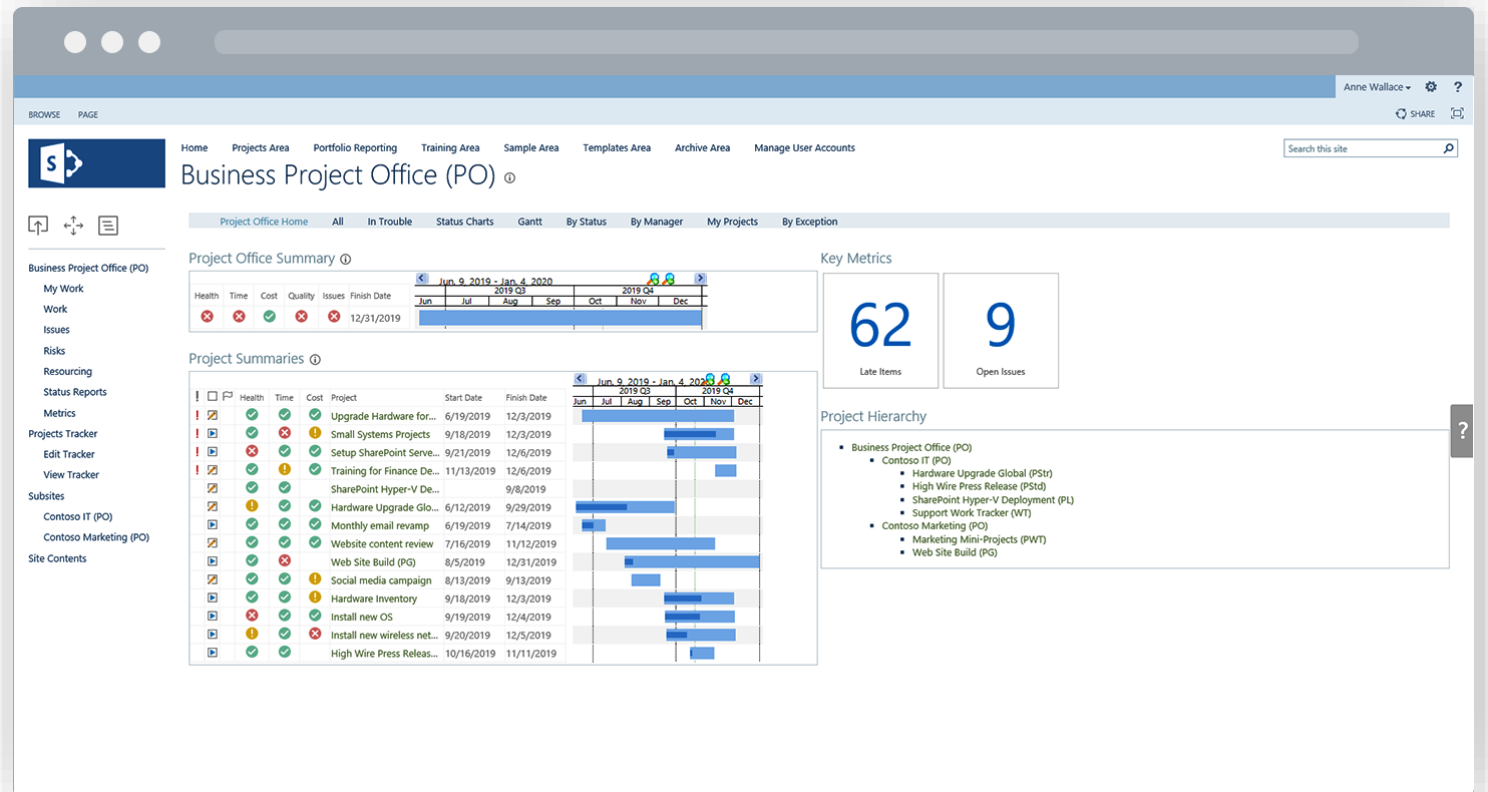


PORTFOLIOS

Track with Real-Time Portfolio Dashboards

BrightWork reporting dashboards allow you to quickly track the health and progress of all projects across the organization.

Get visibility and drill into the detail of specific projects.



PORTFOLIOS

Allocate with High-Visibility Resource Management

Simple resource reports help you track and forecast resource allocation to make sure you have optimal resource utilization across projects.

Prevent burnout and boost team morale with more transparency around workloads and commitments.

The screenshot displays the BrightWork Resource Management interface. At the top, there are navigation tabs for 'BROWSE', 'PAGE', 'ITEMS', and 'LIST'. The user 'Micheál Clesham' is logged in. The main header includes 'Home', 'Projects Area', 'Portfolio Reporting', 'Templates Area', 'Sample Area', 'Training Area', and 'Vanilla SP PM'. A search bar is present on the right.

The 'Resource Management' section is active, showing sub-tabs for 'Home', 'Status Summary', 'Status History', and 'Resource Management'. Below this, there are two main cards: 'Resource Allocation' and 'Overview Diagram'.

The 'Resource Report' table provides a detailed view of resource utilization:

	Title	Start Date	Finish Date	Work	Q2, 2019		Q3, 2019		Q4, 2019
					Jun/2019	Jul/2019	Aug/2019	Sep/2019	Oct/2019
Assigned To : Anne Wallace (1)					80.00	184.00	176.00	168.00	40.00
Assigned To : Christine Chang (1)					40.00	92.00	88.00	84.00	20.00
Assigned To : Jim Corbin (1)					80.00	184.00	176.00	120.00	

SHAREPOINT

Deploy with a Low IT Burden

As BrightWork is built on the industry SharePoint platform, organizations can leverage existing and investments in infrastructure and training.

Reduce the learning curve and accelerate user adoption with a familiar environment.

The screenshot displays the BrightWork Resource Management interface. The top navigation bar includes 'Home', 'Projects Area', 'Portfolio Reporting', 'Templates Area', 'Sample Area', 'Training Area', and 'Vanilla SP PM'. The main content area features two tiles: 'Resource Allocation' and 'Overview Diagram'. Below these is a 'Resource Report' table.

	Title	Start Date	Finish Date	Work	Q2, 2019		Q3, 2019		Q4, 2019
					Jun/2019	Jul/2019	Aug/2019	Sep/2019	Oct/2019
<input type="checkbox"/>	Assigned To : <input type="checkbox"/> Anne Wallace (1)				80.00	184.00	176.00	168.00	40.00
<input type="checkbox"/>	Assigned To : <input type="checkbox"/> Christine Chang (1)				40.00	92.00	88.00	84.00	20.00
<input type="checkbox"/>	Assigned To : <input type="checkbox"/> Jim Corbin (1)				80.00	184.00	176.00	120.00	

SHAREPOINT

Start with local, best-practice templates and BrightWork Assistance.

Taking a template based approach to projects makes it easy to improve project standards.

Reduce resistance to change with training resources for new project managers and team members.

The screenshot shows a SharePoint project dashboard for 'High-Wire Press Release'. The interface includes a navigation menu on the left with categories like 'Initiate', 'Plan', 'Execute', and 'Control'. The main content area features a Gantt chart showing task dependencies from October 20 to November 9. Below the Gantt chart are several key metrics: 6 Late Items, Current Finish Date 11/11/2019, Last Change 10/18/2019, 5% Complete, and 19 Duration (days). There are also sections for 'Top Open Issues' and 'Overdue Items', both listing project issues with titles like 'Team Training not up to date' and 'Office costs are falling, should we wait longer?'. A 'Tasks By Status' donut chart shows 1 task in progress (9%) and 10 tasks not started (91%).

SHAREPOINT

Evolve with Easy-To-Configure Templates

Easily create, use, reuse, and update your project management best-practices on an organizational scale.

Expand BrightWork into new teams and departments without any impact on performance or reporting.

Evolve to the desired level of organizational project management quickly and easily.

