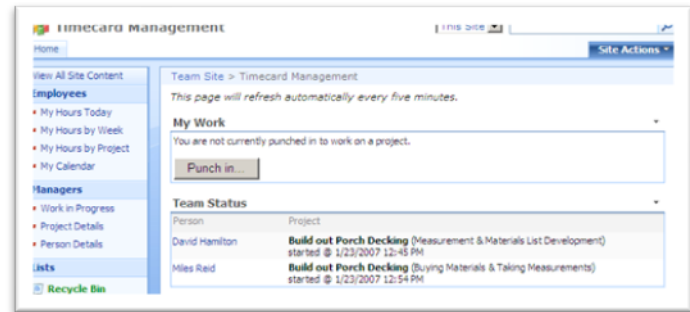


Application Template: Timecard Management

Description of Template

The Timecard Management application template for Microsoft® Windows® SharePoint® Services 3.0 helps track the hours spent on projects by members of a project team. When a team member “Punches In”, the system request that they select the appropriate project as well as type in which task they are performing on the project. As the team members gradually punch in, the site lists the work in progress and what other team members are working on.

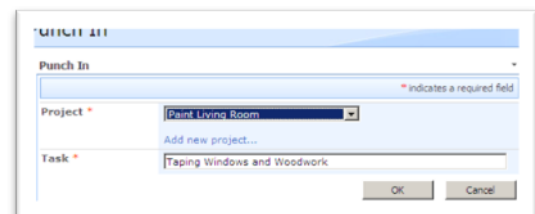


At the end of the day team members “punch-out” which posts their hours worked to the project hours to date list. Project managers can view this information in several different formats, including on a calendar, by week, by project team member and by project.

Sample Activities Performed in this Application Template

The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

David Hamilton is a project manager with a company that refurbishes vintage homes in the downtown area of a major city. He manages a group of five workers who help him with the renovations each day. In order to improve the efficiency of the refurbishing work, David’s company wants to track the hours each worker spends on each project as well as the detailed tasks each worker is performing at any given time. That way, David’s managers can improve the company’s time estimates for future jobs.



Project Details		
Projects		
Project	Estimated Hours	Logged Hours
Paint Living Room	8.00	2.66
Build out Porch Decking	16.00	4.57
Install new Windows	24.00	0.00
Hang Fixtures	8.00	5.32
Lay new Carpeting in Living Room	8.00	0.00
Re-Tile Bathroom (2stairs)	24.00	0.00
Total:	88.00	12.25
Project Details: By Person		
Person	Hours	
<input checked="" type="checkbox"/> Arno Bost	2.71	
Task: Installing new Fixture Boxes	2.71	
<input checked="" type="checkbox"/> David Hamilton	0.04	
Task: Hanging Dining Room Fixtures	0.04	
<input checked="" type="checkbox"/> Kim Abercrombie	2.57	
Task: Reading Fixtures for Hanging	2.57	
Project Details: By Week		
Week of	Hours	
<input checked="" type="checkbox"/> 01/22/2007	5.32	
Logged By: Arno Bost	2.71	
Logged By: David Hamilton	0.04	
Logged By: Kim Abercrombie	2.57	

The company has set up a web-site that hosts the Timecard Management site built on Windows SharePoint Services. As workers begin their day, they log in to the website, where they are prompted to “punch-in” for a particular project and enter the task they are performing. At the end of the day, the worker again visits the site and proceeds to punch-out.

It is now the end of the day, and David would like to see what his workers did all day. He logs into the Timecard Management site and clicks on Project Details. He sees a listing of the projects he’s entered as well as how many hours each worker logged today. He notices that one worker, however, entered in the wrong project. David clicks on Time Log and fixes the information.

About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:

<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:

<http://www.microsoft.com/sharepointapps>

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