

# ProjectWise



*"In business, every second counts. Keeping track of time, costs and expenses can help reduce the loss of unaccountable hours and improve project efficiency. ProjectWise can help companies maintain full and profitable control over every aspect of a project and its related expense or cost."*

Used as an independent application or as part of the ClockWise suite of time management solutions, ProjectWise simplifies and captures all aspects of a project from inception to completion. To assist in the timely completion of projects, it allows you to allocate employee hours to particular projects/jobs. For fast and accurate billing and payroll processing, ProjectWise makes it possible to track hours worked against billable hours. ProjectWise is a comprehensive project management tool that provides full project/job tracking and management facilities.

## At a Glance, ProjectWise

### Keeps Projects Within Budget

Removes the guesswork often associated with billing to ensure all time spent on a project is accounted for. Use ProjectWise to keep track of costs, maintain control of expenses and keep projects within budget.

### Gives Management Control

Real time reports allow management to compare, monitor and approve hours against planned time leading to greater control over projects, budgets and productivity.

### Offers A Total Solution

Integrates with ClockWise Time & Attendance/Flexitime to provide a total solution from time and billing to overtime management, holiday/absence tracking and manpower planning.

### Makes Your Business More Efficient

Linking with financial, manufacturing, HR and payroll systems, ProjectWise further streamlines your business processes to generate significant time and cost savings. It also removes the administrative task of manually planning and costing projects.

### Generates A Quick Return On Investment

Improved project efficiency leads to time and cost savings and an extremely quick return on investment.

Project	Task	Start	End	Hours	Cost	Status	Notes
Project A	Task 1	01/01/2010	01/31/2010	100	10000	Complete	
Project A	Task 2	01/01/2010	01/31/2010	100	10000	Complete	
Project B	Task 1	02/01/2010	02/31/2010	100	10000	In Progress	
Project B	Task 2	02/01/2010	02/31/2010	100	10000	In Progress	

ENTER AND RECORD TIME WORKED TO ENSURE ALL TIME SPENT ON A PROJECT IS ACCOUNTED FOR.

## Reports

A wide range of reports can be generated. Reports can be viewed in ProjectWise and printed directly from the system or exported to other packages for further analysis/manipulation. Reports include:

**Project Status** – Real-time data ensures you will always have access to up-to-date information allowing you to make informed decisions and keep projects under control.

**Actual Hours vs Budgeted Hours** – A useful reporting tool for companies that bill by the hour, or any part thereof worked, this report compares budgeted hours to actual hours enabling you to keep projects within budget.

**Project Costs** – Keep track of current expenses as they are entered. This report illustrates total costs incurred on any given project allowing you to keep budgets under control.

**Target Reports** – Keep track of whether projects have come in below/above target and use historical data to set targets for future projects.

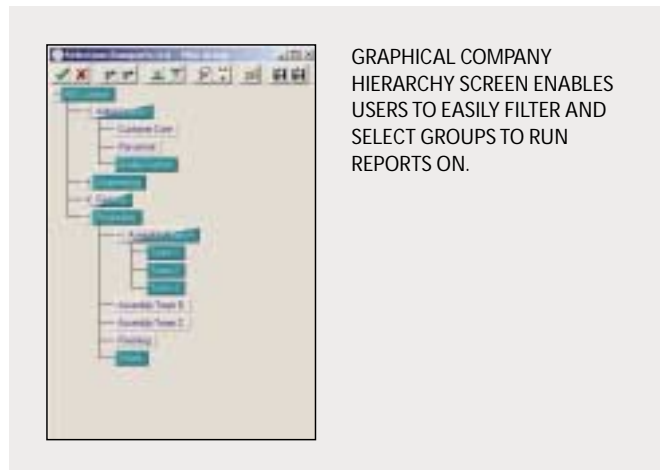
**Productivity Reports** – Monitor the number of targets reached and track the productivity of employees to ensure project milestones are met.

**Category Reports** – Run reports on elements of a project/s to illustrate the most/least productive aspects.

**Project/task Reports** – View projects worked on by individuals within your organisation to compare and contrast time, costs and effectiveness of employees.

## Features

- UNLIMITED 'ON-LINE' DATA STORAGE
- FLEXIBLE DATA COLLECTION OPTIONS
- HIERARCHICAL WORK-FLOW AUTHORISATION
- AUTOMATIC EMAIL NOTIFICATION
- MULTI-COMPANY, MULTI-SITE AVAILABILITY
- AUDIT TRAIL FUNCTIONALITY



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