

## Template Guide

### **What is a Timesheet?**

*A Timesheet is a document, which is completed by a project member to record the amount of time s/he spent undertaking a delegated project activity or task. Timesheet information is used to calculate the overall effort and staffing costs of the project. Timesheets require the following information to be entered:*

- *The activities and tasks worked on*
- *The date, day, start time and end time for the work that was undertaken*
- *The duration of work against the respective task*
- *Any comments which need to be considered by the Project Manager when approving*

### **When to use a timesheet form**

*Timesheets are typically completed for medium to large-scale projects, although it may be company policy to enter a timesheet regardless of the project's size and complexity.*

*Timesheets are typically entered weekly by all staff members on a project and forwarded to the Project Manager for approval. Upon approval, the timesheet information is entered into a Timesheet Register to enable the project manager to track and record time entered.*

*Summarized information is also entered into the Project Plan to record the “actual time spent” against the “planned time forecast”. Timesheets are completed during the “Execution” phase of the project (i.e. the phase in which the products are constructed) following the completion of the Project Plan.*

### **How to use this template**

*This document provides a guide on the topics usually included in a Timesheet. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

TIMESHEET FORM									
<b>Project Name:</b>		[Name of the project for which time is allocated to]							
<b>Project Manager:</b>		[Name of the Project Manager responsible for this project]							
<b>Staff Member:</b>		[Name of the person entering time against the project]							
Date	Day	Activity	Task	Start Time	End Time	Duration	Start % Complete	End % Complete	Outcome
[mm/dd/yy]	Mon	[Activity Description, as referenced in the Project Plan]	[Task Description, as referenced in the Project Plan]	[hh:mm]	[hh:mm]	[x hrs]	[%]	[%]	[Result of time spent; e.g. "task complete and deliverable produced"]
[mm/dd/yy]	Tue	[Activity Description, as referenced in the Project Plan]	[Task Description, as referenced in the Project Plan]	[hh:mm]	[hh:mm]	[x hrs]	[%]	[%]	[Result of time spent; e.g. "task complete and deliverable produced"]
[mm/dd/yy]	Wed	[Activity Description, as referenced in the Project Plan]	[Task Description, as referenced in the Project Plan]	[hh:mm]	[hh:mm]	[x hrs]	[%]	[%]	[Result of time spent; e.g. "task complete and deliverable produced"]
[mm/dd/yy]	Thu	[Activity Description, as referenced in the Project Plan]	[Task Description, as referenced in the Project Plan]	[hh:mm]	[hh:mm]	[x hrs]	[%]	[%]	[Result of time spent; e.g. "task complete and deliverable produced"]

**EXCERPT ONLY**