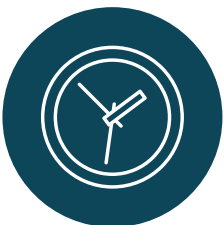


The Rego Time Tracking Base Kit

See accurate project actuals with Time Tracking portlets and guides.

The RegoExpress base kits are built on core best practices we've refined for over a decade. Our PPM engagements span 600+ customers and include thousands of development requests. Rego Base Kits are the fastest, most cost-effective way to implement the widest array of Project and Portfolio Management solutions. Implementing these items collectively has saved organizations thousands of dollars.

The Rego Time Tracking Base Kit is loaded with 17 Rego-developed portlets, four processes, and comprehensive training materials to supplement the out-of-the-box processes. By incorporating time tracking solutions and the kit's advanced timesheet reports and processes, you'll have everything you need to train and report on all time tracking activities.



What's Included:

Rego Developed Portlets



Time by Resource and Investment:

This investment snapshot shows PMs where resources spend time and assists PMs in the rationalization of ETC for planning remaining work.



Vacation Portlets:

Four portlets provide views into resource vacation, including help for RMs who need to determine the variance between actual hours, requested hours, and remaining hours.



Timesheet Compliance Suite:

Objects and portlets in this suite give resource managers the ability to track timely time entry and ensure the accuracy of project actual reporting. This suite also provides views into the timesheet, resource, resource manager, or OBS that may be slowing the approval and submission process.



Missing Time:

Two missing time portlets display all missing or late timesheets for resources staffed by project or OBS.



"Time By" Portlets:

For those with appropriate security rights, five portlets display time logged to a particular Assignment, Investment, Task, Resource, or Type.



Time by Stage and Timescale:

Variations of this portlet display a graph or grid representation of project hours for all tasks, by stage, for a defined time period. Using this portlet, management can determine if excess time is being spent on certain stages within projects.

Rego Developed Processes



Timesheet Smoothing:

When total weekly actuals exceed a resource's weekly availability, this process splits transactions by task and assigns a NON-BILL input type code to the overtime percentage.



Timesheet Split:

When weekly hours exceed 40, this process forces billable hours on a timesheet down to 40 and overtime hours become non-billable.



Time Tracking Stalker:

When a resource fails to submit a timesheet, two processes can be used to automatically notify the resource and/or the RM via email, with a hyperlinked table containing all the outstanding timesheets.

Training Guides



Mobile Time Manager:

This guide will assist you in using the Clarity Mobile Time Manager app from your smart phone. Submit, Approve, and view the status of timesheets with color-coded metrics.



Quick Reference Cards:

Helpful tools to assist throughout the whole Time Tracking cycle from Timesheet Notes and Adjustments to Mobile Time Entry and Approval.



Old Timesheets (technical trick):

Get around OOTB restrictions and view timesheets from closed periods with this simple workaround for your support/user team.



Time Entry and Approval:

This training document gives an overview of CA PPM Time Entry and Time Approval functionality.

Rego's Time Tracking Base Kit supplements and works with 6 OOTB reports, including Missing Time, Time Compliance, Timesheet Detail, Resource Time Review by Manager, and Resource Time Summary and Detail.



Rego Base Kits are Supported by regoXchange

regoXchange is the largest PPM content library with hundreds of prebuilt portlets, training artifacts (including videos), reports, technical tricks, and workflows designed to help users increase the value of their PPM tool.

Pricing Information

The Rego Time Tracking Base Kit is priced as a one-time cost, or users can subscribe to regoXchange for access to all regoXchange content.

# of CA PPM Users	Time Tracking Base Kit	regoXchange theWorX Subscription
0-99	\$1,000	\$2,500
100-499	\$2,000	\$5,000
500-2,999	\$2,000	\$7,500
3,000 and Up	\$2,000	\$10,000

Other Base Kits Offered by Rego

- Administrative
- Adoption Metrics
- Demand Management
- Financial Management
- Performance Monitoring
- Portfolio Management
- Project Scheduling
- Resource Management
- Resource Management—Advanced
- Time Tracking