

Time Management Process For [Project Name]

Document Control

Document Information

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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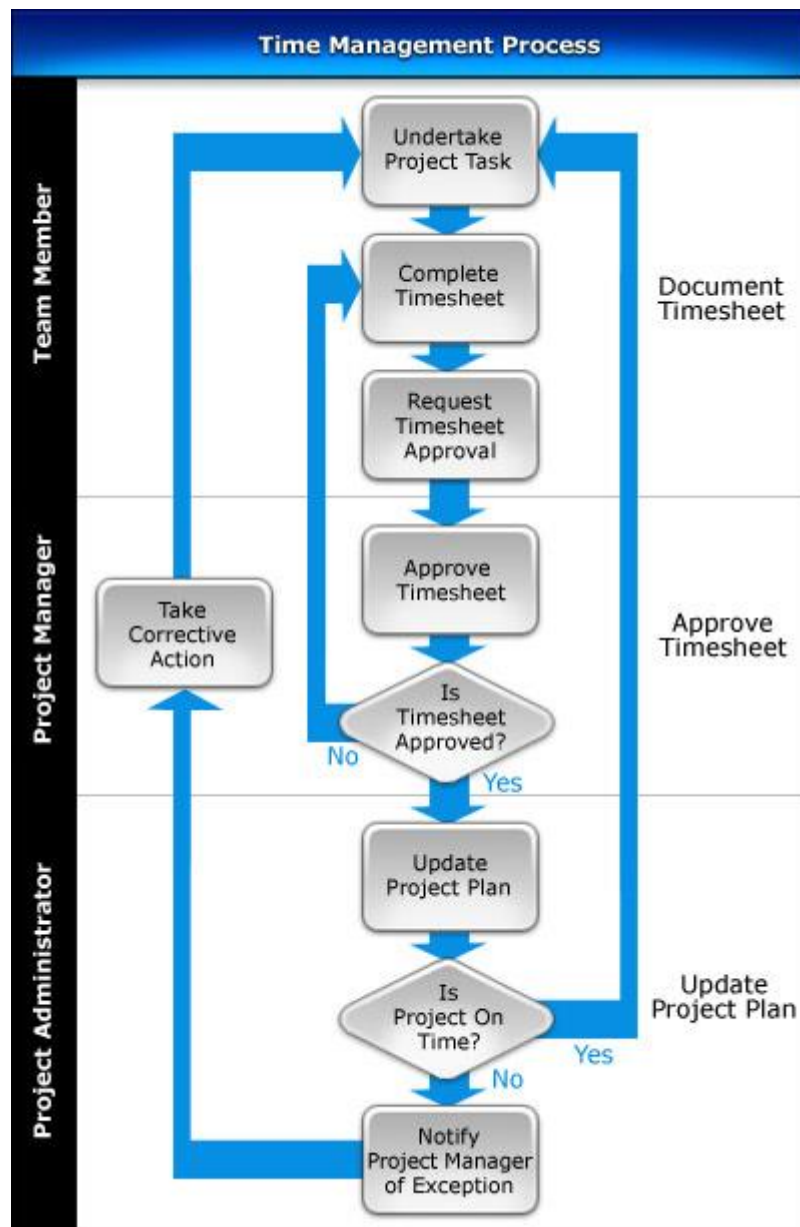
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1 Time Management Process

Document the process for monitoring and controlling time spent within a project by completing this template.

1.1 Overview

Provide an overview of the Time Management Process, as depicted by the following diagram:



1.2 Document Timesheet

Explain the process for completing Timesheets and submitting them to the Project Manager for approval.

1.3 Approve Timesheet

List the steps required to approve timesheets and the factors a Project Manager should consider when assessing them.

1.4 Update Project Plan

Describe the steps needed to update the Project Plan and determine whether the project is currently being delivered On Time. Describe the process for recording the current Time Management status in the Timesheet Register.

2 Time Management Roles

In this section, describe the key roles and responsibilities involved in the Time Management Process.

2.1 Team Member

List the responsibilities of the Team Members in the Time Management Process.

2.2 Project Manager

List the responsibilities of the Project Manager in the Time Management Process.

2.3 Project Administrator

List the responsibilities of the Project Administrator in the Time Management Process.

3 Time Management Documents

In this section, list the documents used to successfully undertake the Time Management Process.

3.1 Timesheet

Describe the purpose of the Timesheet, and provide a template for its completion.

3.2 Timesheet Register

Describe the purpose of the Timesheet Register, and provide a template for its completion.

