This file contains diagrams that illustrate five different timesheet and task progress workflow scenarios.

Standard (Single Entry Mode)

This diagram illustrates the workflow involved with reporting time and task progress if your organization reports on both of these in one view. This is called single entry mode, and is new in Project Server 2010.

Standard (Separate Views)

This diagram illustrates the workflow involved with reporting time in the Timesheet view, and task progress in the Tasks view.

Timesheet Delegation

This diagram illustrates the workflow involved when a resource identifies a delegate to report time and task progress on his or her behalf.

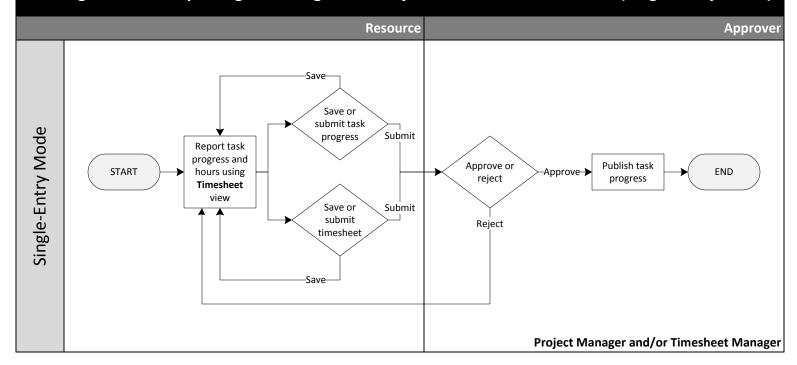
Closed-Period Updating

This diagram illustrates the workflow involved when a resource needs to make a change to a timesheet for a time period that the administrator has already closed to updates.

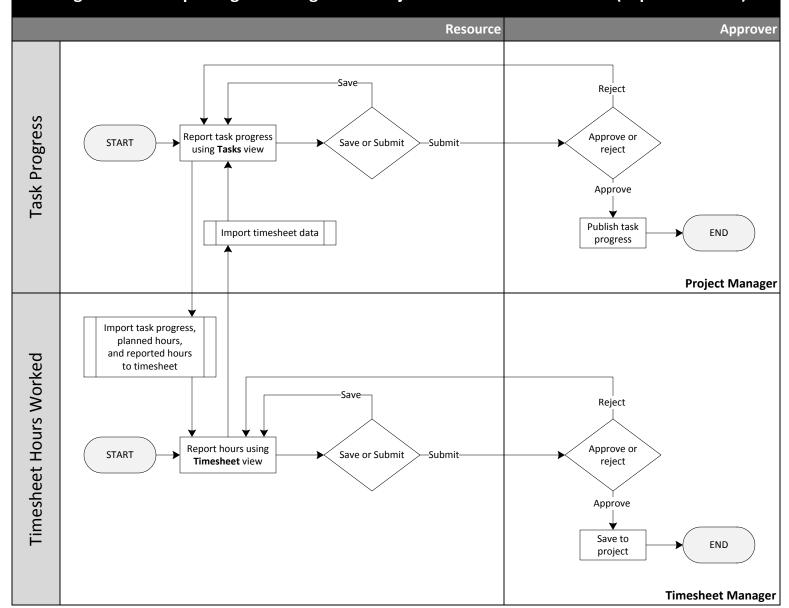
Closed-Task Updating

This diagram illustrates the workflow involved when a resource needs to make a change to task progress that was reported for a task that the project manager has closed to updates.

Tracking Time and Reporting Task Progress in Project Server 2010 – Standard (Single Entry Mode)



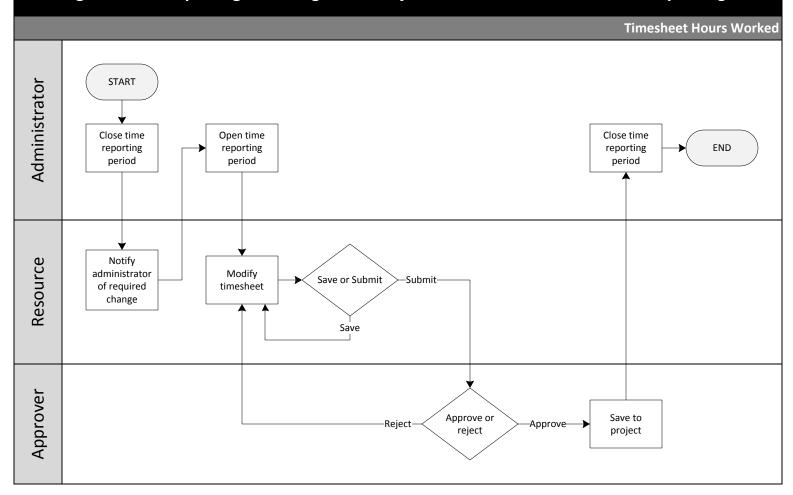
Tracking Time and Reporting Task Progress in Project Server 2010 – Standard (Separate Views)



Tracking Time and Reporting Task Progress in Project Server 2010 – Timesheet Delegation **Before Delegation During Delegation Session After Delegation** Administrator START Set up delegation permissions Resource Set up delegation ➤ Start delegate session Report task progress and hours using Timesheet view and Tasks view Save Save or Submit Submit Stop delegate session Approve or Rejectreject Approve Publish task progress Save to project END



Tracking Time and Reporting Task Progress in Project Server 2010 – Closed-Period Updating



Tracking Time and Reporting Task Progress in Project Server 2010 – Closed-Task Updating **Task Progress** START Project Manager Close task to Open task to updates updates Approve or Publish task Close task to END -Reject Approve > reject progress updates Submit Notify project manager of Modify task Save or Submit required progress change Save