**The following are some questions that you may ask to help determine the method of reporting and the tools used before implementing Timesheet:**

1. Is Project Server 2007 intended to replace an existing timesheet or time card system?
2. Do you need to capture all time that a resource spends at work?
3. Do you want to involve the process by which a resource requests vacation time from his or her manager? And if that vacation time is approved, do you want to automatically create a calendar exception for that resource across all of the projects and tasks to which he or she is assigned?
4. Do your project management methodologies dictate that task status be relayed from resource to project manager in the percentage complete, or by actual hours worked?
5. Is it important to separate Time entry and approvals from project task updates so that the resource or functional manager approves the time, and the project manager approves task updates and applies them to the plan?
6. Must all time be recorded in the system, even non-project time?
7. What types of non-project time should be recorded and how should that work?
8. Should vacation time planning be supported?
9. Should sick time require review and approval?
10. Do billable and non-billable hours both have to be included?
11. Are all employees exempt from overtime, are they all hourly, or is the workforce a combination of both?
12. How should support time be handled?
13. What is the calendar that you may like to apply to Timesheet Management?
14. How should maintenance time be handled?
15. Should time and task information be submitted weekly, monthly, or daily?