# Scheduling the Audit Team

IA can manage the schedules, utilization, and actual time and expenses spent on engagements of their team.

The Appointments application enables management to schedule and monitor resources for audit engagements. Managers can view scheduled appointments for all resources, and auditors can view the appointments to which they are scheduled. Appointments are displayed in a Gantt chart by start and end dates for billable (project-related) or non-billable (non-project-related, such as paid time off) time.

The Estimated Resource Utilization Report helps you understand staff utilization and determine which qualified resources should be assigned to specific audit engagements. The report calculates an estimated percentage allocation and an estimated percentage billable for all qualified resources (from the Contacts application) over the selected date range of the report. All scheduled appointment data is prorated based on the working days defined in the Base Availability application, so it is critical to have up-to-date base availability content for the calculated columns in this report to be relevant.