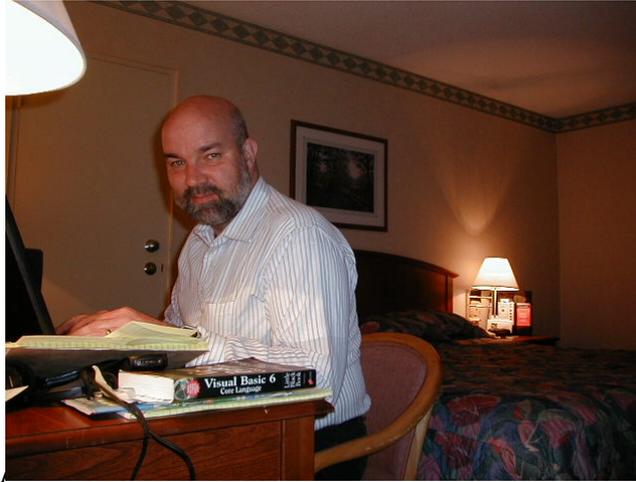


Solving a Project Management Problem:

How to Handle the Challenges of Accurate
Time Tracking and Reporting
When Handling Multiple High-Visibility,
Complex Projects and Heavy Multi-tasking
Every Day

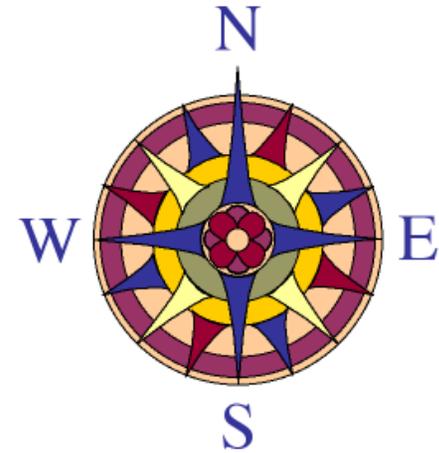
William F. Slater, III, PMP
University of Phoenix
February 2010

Working on Solving the Problem



And belief overmasters
doubt, and I know that I
know,
And my spirit is grown to a
lordly great compass within,
That the length and the
breadth and the sweep of the
marshes of Glynn...

Sidney Lanier, "The Marshes of Glynn"



I was on vacation when I decided to do the analysis, design, and implementation of this **Time Tracker Application**. This photo was taken in a hotel room in Lansing, MI as I was working on finishing this application.

About

Tuesday, November 7, 2006

11:29:17 AM

[Empty text input field]

Comments

11/7/2006 11:29:09 AM DC Data Center Meeting(s) and/or Pla

Verification

November 2006

November 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Data Center Activities

- Inventory Update
- Clean Up
- Update Database
- Write Report
- Space Coordination
- Electrical Coordination
- A/C Coordination
- Alarm Coordination
- Make Signs
- Post Signs
- Meetings and/or Planning

CM Activities

- Change Board Agenda
- Change Board
- Other CM Boards
- Approve CRs in GCMS
- Change Board Minutes
- Create Outage Reports
- CR Cleanup
- User Assistance
- Emergency Changes
- Last Minute Changes
- Between Board Changes
- Research
- Coordination with CM
- User Education

Area Team Activities

- Team Website Update
- WTS Support
- Server Support
- Backups
- Administration - Reports

[Large empty text input area]

- Take Lunch
- End of Day
- View File
- Clear
- Exit

William's Time Tracker Application

About

Tuesday, November 7, 2006

11:32:15 AM

Comments

11/7/2006 11:32:06 AM DC Data Center Electrical Coordinatio

Verification

November 2006 November 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Data Center Activities

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- Last Minute Changes
- Between Board Changes
- Research
- Coordination with CM
- User Education

Area Team Activities

- Team Website Update
- WTS Support

williams_time_tracker

Update to Time Tracking File was successful!!!

OK

Take Lunch

End of Day

View File

Clear

Exit

About

Tuesday, November 7, 2006

11:35:15 AM

Comments

Verification

November 2006

November 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

11/7/2006 11:29:09 AM DC Data Center Meeting(s) and/or Planning
 11/7/2006 11:32:06 AM DC Data Center Electrical Coordination
 11/7/2006 11:34:51 AM AT Server Support and/or Builds
 11/7/2006 11:34:54 AM AT Backup Operations for App Servers
 11/7/2006 11:35:02 AM CM Approve CRs using GCMS
 11/7/2006 11:35:06 AM CM Prepare Emergency Change Request

Data Center Activities

- Inventory Update
- Clean Up
- Update Database
- Write Report
- Space Coordination
- Electrical Coordination
- A/C Coordination
- Alarm Coordination
- Make Signs
- Post Signs
- Meetings and/or Planning

Area Team Activities

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- Server Support
- Backups
- Administration - Reports

CM Activities

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- Emergency Changes
- Last Minute Changes
- Between Board Changes
- Research
- Coordination with CM
- User Education

- Take Lunch
- End of Day
- View File
- Clear
- Exit

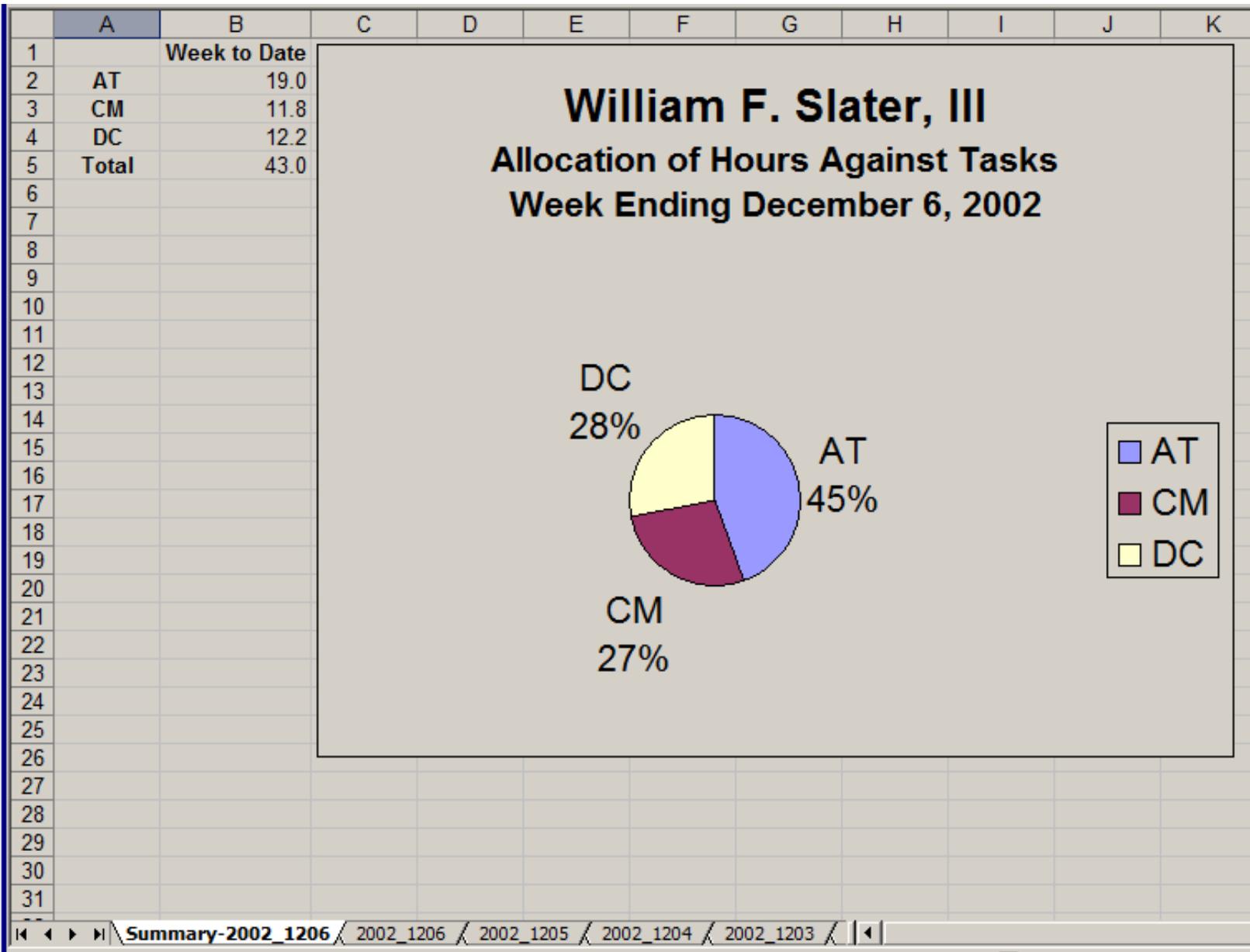
H3/		fx						
	A	B	C	D	E	F	G	H
1		Today	Week to Date	Percent of Daily Total	Running Pct			
2	AT	2.4	2.4		28.6	28.6		
3	CM	2.6	2.6		31.3	31.3		
4	DC	3.4	3.4		40.1	40.1		
5	Total	8.5	8.5		100.00	100.00		
6								
7				Actual Sequence				
8		12/2/2002 7:59	AT	WTS Support		61	
9		12/2/2002 9:00	DC	Data Center Meeting(s) and/or Planning		3	
10		12/2/2002 9:03	AT	WTS Support		84	
11		12/2/2002 10:26	DC	Data Center Meeting(s) and/or Planning		52	
12		12/2/2002 11:18	CM	Provide User Assistance		5	
13		12/2/2002 11:23	DC	Data Center Meeting(s) and/or Planning		58	
14		12/2/2002 12:21	CM	Coordination with Other Change Management		12	
15		12/2/2002 12:33	DC	Data Center Meeting(s) and/or Planning		25	
16		12/2/2002 12:58	CM	Conduct MW/NE Change Board		39	
17		12/2/2002 13:37	DC	Data Center Meeting(s) and/or Planning		36	
18		12/2/2002 14:14	CM	Approve Change Requests using GCMS		8	
19		12/2/2002 14:22	DC	Data Center Meeting(s) and/or Planning		4	
20		12/2/2002 14:26	CM	Approve Change Requests using GCMS		14	
21		12/2/2002 14:39	DC	Data Center Meeting(s) and/or Planning		26	
22		12/2/2002 15:05	CM	Approve Change Requests using GCMS		16	
23		12/2/2002 15:20	CM	Prepare MW/NE Change Board Minutes Repo		59	
24		12/2/2002 16:19	Lunch	Lunch Marker		17	
25		12/2/2002 16:36	CM	Prepare Emergency Change Request		7	
26		12/2/2002 16:43	Lunch	Lunch Marker		35	
27		12/2/2002 17:18	EOD	End of Day Marker			
28								
29								
30								
31								
32				Sorted and Categorized			Totals	
33			AT	61				
34			AT	84			145	
35			CM	5				
36			CM	12				
37			CM	39				
38			CM	8				
39			CM	14				
40			CM	16				
41			CM	59				
42			CM	7			159	
43			DC	3				
44			DC	52				
45			DC	58				
46			DC	25				
47			DC	36				
48			DC	4				
49			DC	26			203	
50			Lunch	17				
51			Lunch	35				

	A	B	C	D	E	F	G	H	I	J
1		Today	Week to Date	Percent of Daily Total	Running Pct					
2	AT	5.2	7.7	61.8	45.3					
3	CM	1.3	4.5	22.3	26.8					
4	DC	1.3	4.7	15.3	28.0					
5	Total	8.5	16.9	100.0	100.0					
6										
7				Actual Sequence						
8		12/3/2002 8:58	AT	Server Support and/or Builds	6					
9		12/3/2002 9:04	DC	Data Center Meeting(s) and/or Planning	17					
10		12/3/2002 9:21	CM	Prepare Emergency Change Request	10					
11		12/3/2002 9:30	AT	Server Support and/or Builds	70					
12		12/3/2002 10:40	CM	Prepare Emergency Change Request	6					
13		12/3/2002 10:46	AT	Server Support and/or Builds	76					
14		12/3/2002 12:02	CM	Prepare Emergency Change Request	6					
15		12/3/2002 12:07	AT	Server Support and/or Builds	19					
16		12/3/2002 12:27	Lunch	Lunch Marker	31					
17		12/3/2002 12:58	CM	Other Change Boards	26					
18		12/3/2002 13:24	AT	Server Support and/or Builds	6					
19		12/3/2002 13:29	AT	WTS Support	2					
20		12/3/2002 13:31	AT	Server Support and/or Builds	6					
21		12/3/2002 13:37	DC	Data Center Meeting(s) and/or Planning	32					
22		12/3/2002 14:10	AT	WTS Support	10					
23		12/3/2002 14:19	AT	Server Support and/or Builds	0					
24		12/3/2002 14:19	DC	Data Center Meeting(s) and/or Planning	5					
25		12/3/2002 14:24	AT	Server Support and/or Builds	1					
26		12/3/2002 14:26	DC	Data Center Meeting(s) and/or Planning	14					
27		12/3/2002 14:40	CM	Coordination with Other Change Managemen	10					
28		12/3/2002 14:50	AT	Server Support and/or Builds	15					
29		12/3/2002 15:05	DC	Data Center Meeting(s) and/or Planning	1					
30		12/3/2002 15:06	CM	Prepare Between Board Change Request	29					
31		12/3/2002 15:35	AT	Server Support and/or Builds	0					
32		12/3/2002 15:35	AT	WTS Support	4					
33		12/3/2002 15:40	DC	Data Center Meeting(s) and/or Planning	5					
34		12/3/2002 15:45	AT	WTS Support	35					
35		12/3/2002 16:20	DC	Data Center Meeting(s) and/or Planning	6					
36		12/3/2002 16:26	AT	WTS Support	45					
37		12/3/2002 17:11	CM	Prepare and/or deliver CM Education	26					
38		12/3/2002 17:37	AT	WTS Support	20					
39		12/3/2002 17:58	EOD	End of Day Marker						
40										
41										
42				Sorted	Totals					
43			AT	6						
44			AT	70						
45			AT	76						
46			AT	19						
47			AT	6						
48			AT	2						
49			AT	6						
50			AT	10						
51			AT	0						
52			AT	1						
53			AT	15						
54			AT	0						
55			AT	4						
56			AT	35						
57			AT	45						
58			AT	20						
59			CM	10						315
60			CM	6						
61			CM	6						
62			CM	26						
63			CM	10						
64			CM	29						
65			CM	26						113
66			DC	17						
67			DC	32						
68			DC	5						
69			DC	14						
70			DC	1						
71			DC	5						
72			DC	6						81
73			Lunch	31						
74										
75			Total Minutes		509					
76			Total Hours		8.5					
77										

	Today	Week to Date	Percent of Daily Total	Running Pct
AT	4.0	11.6	41.9	44.0
CM	2.8	7.4	30.0	27.9
DC	2.7	7.4	28.1	28.0
Total	9.5	26.4	100.0	100.0
Actual Sequence				
12/4/2002 7:59	AT	Server Support and/or Builds	18
12/4/2002 8:17	AT	WTS Support	45
12/4/2002 9:02	AT	Server Support and/or Builds	20
12/4/2002 9:21	AT	WTS Support	5
12/4/2002 9:26	CM	Prepare Emergency Change Request	27
12/4/2002 9:53	AT	Server Support and/or Builds	3
12/4/2002 9:56	CM	Other Change Boards	38
12/4/2002 10:34	CM	Prepare Emergency Change Request	6
12/4/2002 10:40	CM	Clean up Past Due Change Requests	24
12/4/2002 11:04	CM	Prepare Emergency Change Request	11
12/4/2002 11:15	CM	Clean up Past Due Change Requests	24
12/4/2002 11:38	AT	WTS Support	75
12/4/2002 12:53	Lunch	Lunch Marker	3
12/4/2002 12:57	DC	Data Center Meeting(s) and/or Planning	37
12/4/2002 13:34	CM	Coordination with Other Change Management Teams	18
12/4/2002 13:52	CM	Prepare and/or deliver CM Education	15
12/4/2002 14:07	DC	Data Center Meeting(s) and/or Planning	23
12/4/2002 14:31	AT	WTS Support	44
12/4/2002 15:15	DC	Data Center Meeting(s) and/or Planning	99
12/4/2002 16:53	AT	WTS Support	29
12/4/2002 17:22	CM	Provide User Assistance	7
12/4/2002 17:29	DC	Data Center Meeting(s) and/or Planning	1
12/4/2002 17:30	EOD	End of Day Marker	
Sorted and Categorized				Totals
	AT		18	
	AT		45	
	AT		20	
	AT		5	
	AT		3	
	AT		75	
	AT		44	
	AT		29	238
	CM		27	
	CM		38	
	CM		6	
	CM		24	
	CM		11	
	CM		24	
	CM		18	
	CM		15	
	CM		7	171
	DC		37	
	DC		23	
	DC		99	
	DC		1	159
	Lunch		3	
	Total Minutes		568	
	Total Hours		9.46	

A	B	C	D	E	F	G
	Today	Week to Date	Percent of Daily Total	Running Pct		
AT	3.9	15.5		50.9	45.6	
CM	0.9	8.2		11.3	24.2	
DC	2.9	10.3		37.8	30.2	
Total	7.6	34.0		100.0	100.0	
Actual Sequence						
	12/5/2002 8:42	DC	Data Center Meeting(s) and/or Planning		6
	12/5/2002 8:47	CM	Provide User Assistance		21
	12/5/2002 9:09	AT	Backup Operations for App Servers		76
	12/5/2002 10:25	DC	Data Center Meeting(s) and/or Planning		27
	12/5/2002 10:51	AT	Backup Operations for App Servers		67
	12/5/2002 11:59	DC	Data Center Meeting(s) and/or Planning		16
	12/5/2002 12:14	AT	Backup Operations for App Servers		2
	12/5/2002 12:16	DC	Data Center Meeting(s) and/or Planning		9
	12/5/2002 12:25	Lunch	Lunch Marker		8
	12/5/2002 12:33	CM	Coordination with Other Change Management Teams		24
	12/5/2002 12:57	Lunch	Lunch Marker		50
	12/5/2002 13:47	DC	Data Center Meeting(s) and/or Planning		40
	12/5/2002 14:27	AT	WTS Support		2
	12/5/2002 14:29	DC	Data Center Meeting(s) and/or Planning		21
	12/5/2002 14:50	CM	Provide User Assistance		6
	12/5/2002 14:56	AT	WTS Support		43
	12/5/2002 15:39	AT	WTS Support		42
	12/5/2002 16:21	DC	Data Center Meeting(s) and/or Planning		54
	12/5/2002 17:15	EOD	End of Day Marker		
Sorted Data						
	AT			76		
	AT			67		
	AT			2		
	AT			2		
	AT			43		
	AT			42		232
	CM			21		
	CM			24		
	CM			6		51
	DC			6		
	DC			27		
	DC			16		
	DC			9		
	DC			40		
	DC			21		
	DC			54		172
	Lunch			8		
	Lunch			50		
	Total Minutes			455		
	Total Hours			8		

	A	B	C	D	E	F	G
1		Today	Week to Date	Percent of Daily Total	Running Pct		
2	AT	3.5	19.0	38.6		44.1	
3	CM	3.6	11.8	39.4		27.4	
4	DC	2.0	12.2	22.0		28.5	
5	Total	9.0	43.0	100.0		100.0	
6							
7				Actual Sequence			
8		12/6/2002 8:28	AT	WTS Support		92
9		12/6/2002 10:00	CM	Provide User Assistance		2
10		12/6/2002 10:03	AT	WTS Support		18
11		12/6/2002 10:21	DC	Data Center Meeting(s) and/or f		24
12		12/6/2002 10:45	CM	Prepare Emergency Change Rev		12
13		12/6/2002 10:57	AT	WTS Support		45
14		12/6/2002 11:43	CM	Prepare Emergency Change Rev		8
15		12/6/2002 11:51	DC	Data Center Meeting(s) and/or f		21
16		12/6/2002 12:12	AT	WTS Support		19
17		12/6/2002 12:31	Lunch	Lunch Marker		49
18		12/6/2002 13:20	AT	WTS Support		12
19		12/6/2002 13:31	CM	Prepare Mw/NE Change Board		45
20		12/6/2002 14:17	AT	WTS Support		24
21		12/6/2002 14:40	CM	Prepare Mw/NE Change Board		33
22		12/6/2002 15:14	DC	Data Center Meeting(s) and/or f		21
23		12/6/2002 15:34	CM	Prepare Mw/NE Change Board		112
24		12/6/2002 17:27	DC	Data Center Meeting(s) and/or f		53
25		12/6/2002 18:20	EOD	End of Day Marker		
26							
27							
28							
29				Sorted Data		Totals	
30			AT	92			
31			AT	18			
32			AT	45			
33			AT	19			
34			AT	12			
35			AT	24		209	
36			CM	2			
37			CM	12			
38			CM	8			
39			CM	45			
40			CM	33			
41			CM	112		214	
42			DC	24			
43			DC	21			
44			DC	21			
45			DC	53		119	
46			Lunch	49			
47							
48							
49			Total Minutes	543			
50			Total Hours	9.0			
51							



William's Time Tracker Application

About

Tuesday, November 7, 2006

11:40:42 AM

Comments

Verification

November 2006 November 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

11/7/2006 11:29:09 AM DC Data Center Meeting(s) and/or Planning
 11/7/2006 11:32:06 AM DC Data Center Electrical Coordination
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 11/7/2006 11:35:02 AM CM Approve CRs using GCMS
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Area Team Activities

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- Backups
- Administration - Reports

Take Lunch

End of Day

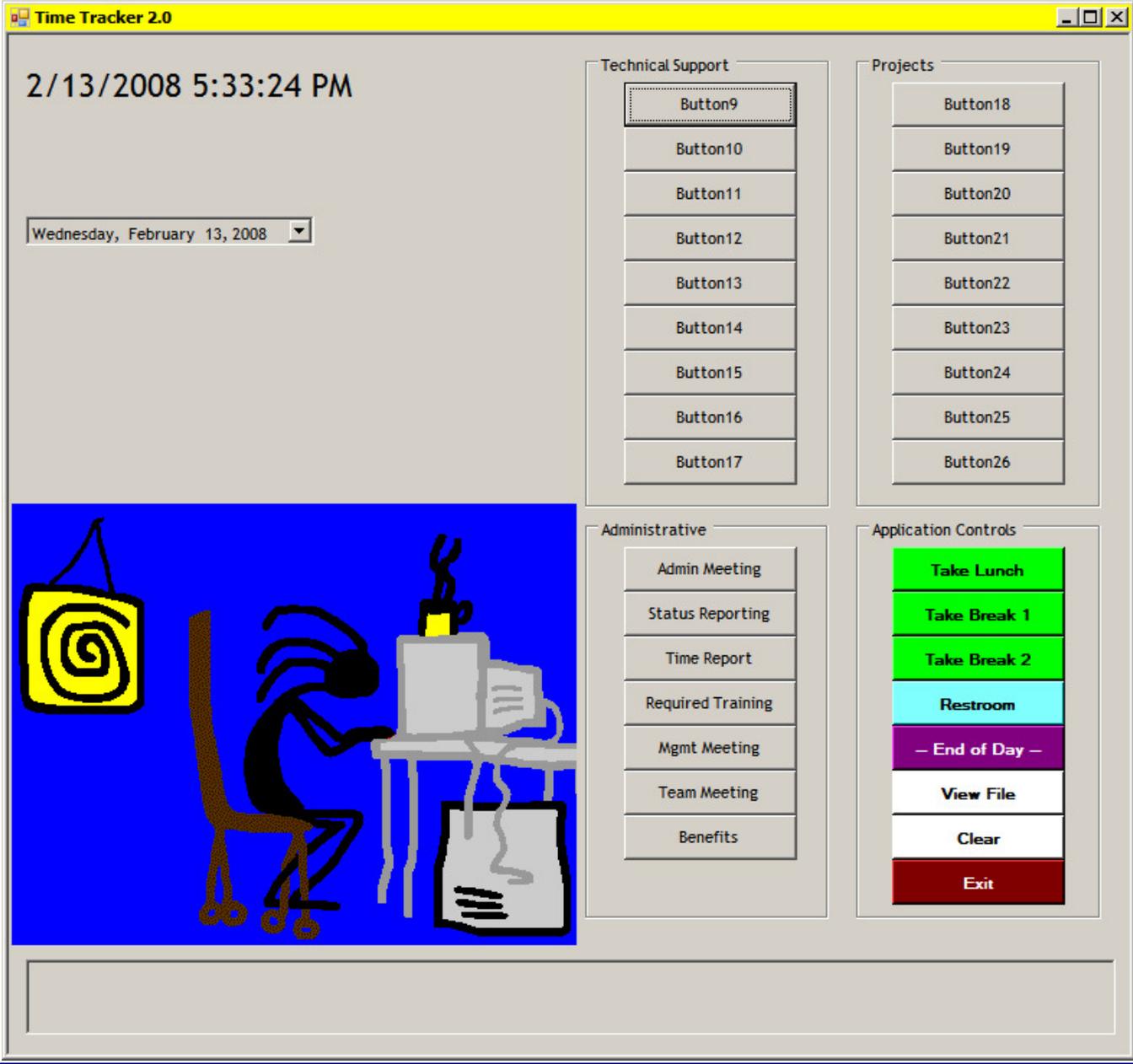
View File

Clear

Exit

Time Tracker 2.0

User Interface



Time Tracker 3.0

User Interface



Thursday, June 25, 2009

DCM Tasks

- Budget Management
- CE Team Interface
- Commitment Review and Tracking
- Cooling Analysis and Planning
- Daily Walk-Throughs
- Data Center Cleaning
- Data Center Documentation
- DRP Work
- E-Mail
- Evacuation Drills
- Facility Equipment Maintenance
- iCompliance Efforts
- IT Equipment Deployment
- IT Equipment Removal
- Meeting with Management
- Meeting with Staff
- Meeting - DCS
- Meeting - Ops Team
- Meeting - Vendor Team
- Other
- Performance Assessment

- Power Analysis and Planning
- Property Deployment Project
- Reports - Ad Hoc
- Reports - Annual
- Reports - Daily
- Reports - Monthly
- Reports - Quarterly
- Reports - Weekly
- Risk Assessment
- Root-Cause Reporting
- SAS 70 Certification Efforts
- Security Work and Initiatives
- Site Services Team Interface
- Special Projects - Actual Work
- Special Projects - Project Management
- Succession Planning
- Tours
- Training
- Vendor Management
- Zero-Outage Campaign

Data File Contents

Empty box for Data File Contents.

Written in 2008 by William F. Slater, III, Data Center Manager

Add Additional Description

Input field for additional description.

(Add Additional Description for Task Before Clicking Button)

Breaks and Application Controls

- Take Lunch
- Take Break 1
- Take Break 2
- Restroom Break
- End-of-Day--
- View Data File
- Clear All
- Exit**

Time Tracker 4.0

User Interface



Friday . February 26, 2010

NSSS Functional Activities

- ePO - Daily Report
- ePO - Weekly Report
- ePO - Weekly Reconcile
- ePO - Monthly Report
- ePO - Monthly Reconcile

- Research - assorted
- Splunk - 221.7.91.31 Report
- Splunk - Monthly Report
- Splunk - Zero Day / Aurora

- GTP - Conference Call
- GTP - Ticket Updates
- GTP - Spreadsheet Updates

- Tag Selection

- HIPS - IRC Nick
- HIPS - VISN 7 Report

- Ticket Mgmt - NDO Mailbox
- Ticket Mgmt - other

- NIPS - Daily Report
- NIPS - Weekly Report

- Other

Data File Contents

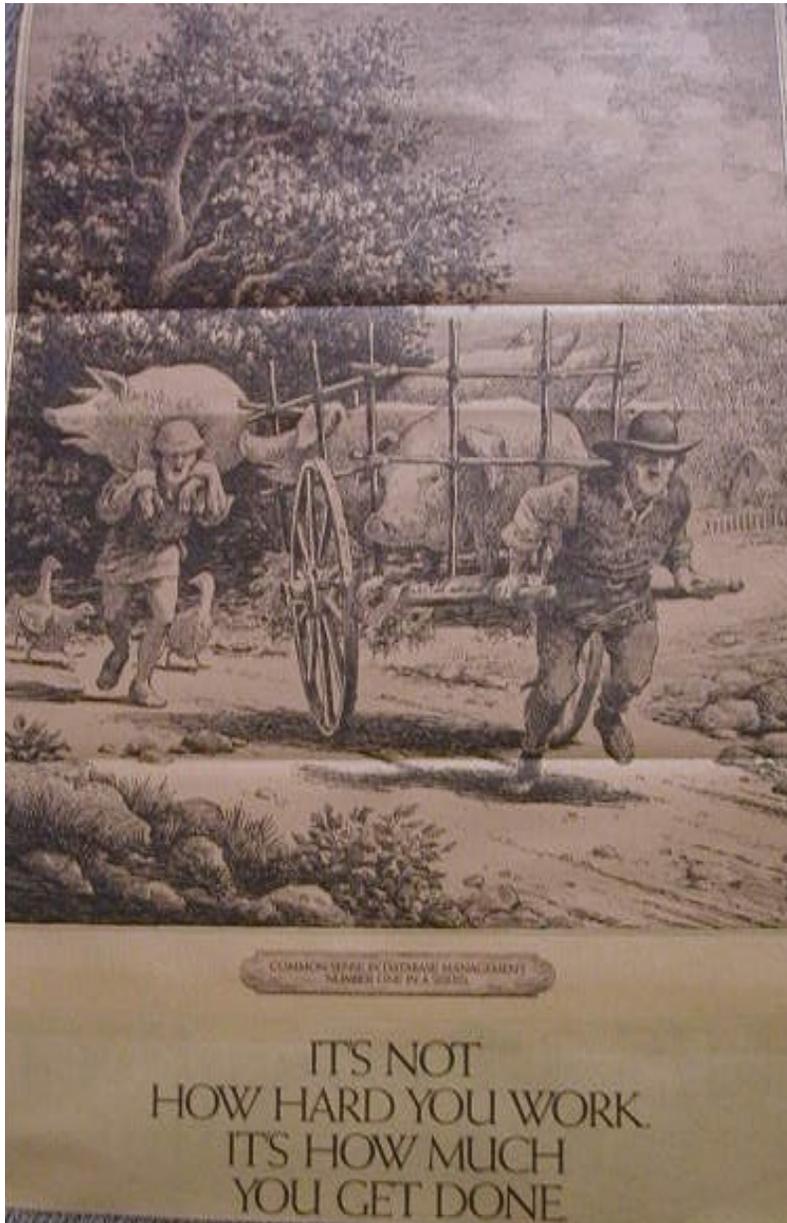
Insert Additional Comments Here!

(Add Additional Description for Task Before Clicking Button)

Select your name from the Pull down list

▼

Work Philosophy



It's not how hard you work...
It's how much you get done.

Questions?

