PPM – Time Reporting Training Outline

1. Introduction
    a. House Keeping
        i. How long the Workshop Will Be
        ii. Any Breaks
        iii. Restrooms
        iv. Phones
        v. Emergency's
2. Time reporting
    a. Time Sheets
        i. Projects
            1. >80 Hours
            2. <80 Hours
        ii. Non-Projects
            1. Administration Overhead
            2. Professional Development
            3. Planning
            4. Operational Activities
    b. Working with Time Sheets
        i. Creating a Time Sheet
        ii. Adding Tasks to My Items
        iii. Adding My Items to your Time Sheet
        iv. Entering and Submitting Time
    c. Creating Subsequent Time Sheets
    d. Portlets
        i. Add Portlets
    e. Calendar
    f. Staffing Profiles
        i. The Beginning
        ii. Roles
        iii. Creating a Staffing Profile
        iv. Positions
        v. Assigning Resources
3. Summary
    a. Review
        i. Projects vs. Non-Projects
        ii. Timesheets
        iii. Portlets
        iv. Calendar
        v. Staffing Profiles