

Time Tracking

Control of work requests prevents cost overruns and results in the on-time delivery of projects. From the moment you receive a work request, the Time Tracking Template from Texas Instruments enables you to automatically schedule work based on previous experience and log time to provide an up-to-the-minute status of all current work requests.

Developed as an Information Engineering Facility™ (IEF™) application, the Time Tracking Template takes full advantage of the IEF's integrated computer-aided software engineering (I-CASE) features. With these I-CASE benefits and the extensive capabilities of the Template, you'll manage project workloads more effectively.

Features

The Time Tracking Template allows you to gain control of the work request volume and direct your staff's efforts toward successful completion of the work-in-process.

The Time Tracking Template helps you improve:

- Project planning
- Work request processing
- Work request progress reporting

Project Planning: After you've completed a work request, you know exactly what it takes to do the job even *better* the next time. The Time Tracking Template allows you to capture information on prior work requests to establish pre-defined project plans required to complete a specific work request. Designated resources and the estimated completion time required to accomplish each task can

also be identified. These pre-defined plans can then be used for similar work requests in the future. You'll be able to simplify even the most difficult projects by applying proven solutions.

Work Request Processing: When a new work request arrives, an auto-logging feature helps reduce the amount of time spent processing the initial request for service. With minimal input, the appropriate pre-defined project plan can be identified and assigned to the work request. You don't have to re-plan each work request solution if you have already done a similar project. Since each automatically assigned task includes an estimated completion time, you also have the details to estimate accurately the total project completion time.

Work Request Progress Reporting: With online adjustments, you can fine-tune any of the work steps, tasks, estimated times or sequence of events. If a new work request is similar to another project you've completed, just assign comparable project tasks and add your own unique variables.

As the work begins, you can then log actual time worked online—down to quarter hours. You can also insert your own progress notes, along with meaningful status comments. This on-the-spot feedback recording results in an up-to-date online display of the status of all your outstanding projects. You can also track work costs and other external expenses associated with the work request.

Reports such as the *Service Request Status Report* and *Monthly Account Charges Report* inform you of the status of your workload and can be easily customized to meet your unique needs.



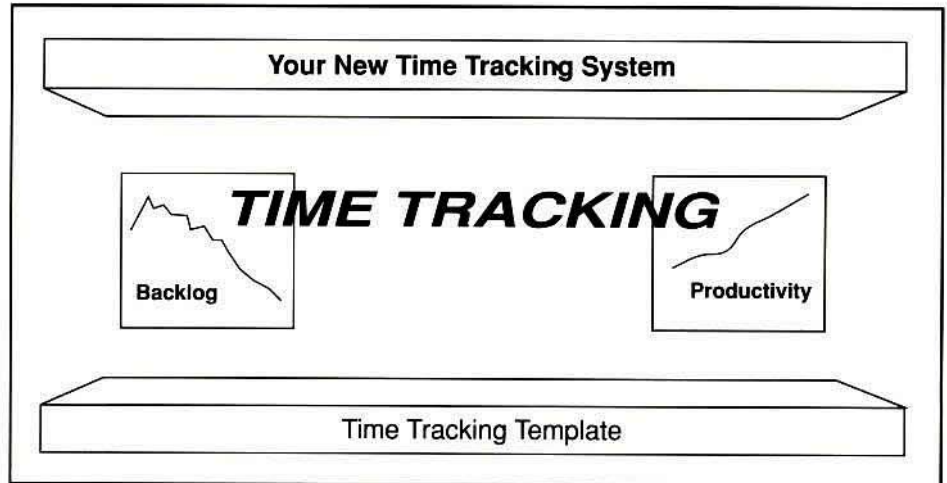
Benefits

Effectively managing your workloads is critical to the success of your business. Each of the following benefits allows you to change the Time Tracking Template to meet new requirements, giving you a competitive edge.

Customized Solution: The Time Tracking Template is provided in the form of an IEF model which can be easily tailored to meet the unique needs of your business. You make modifications at the diagram level, with consistency enforced by IEF software, instead of applying the changes to source code. This simplified approach gets you up and running more quickly with a system that satisfies your time tracking requirements.

Ease of Maintenance: Maintaining systems used to mean adding, changing and deleting lines of code, a very tedious and time-consuming process. Now you can maximize maintenance productivity because IEF diagrams are modified, not code.

Multiple Platforms: If you have changes to the Template, you only make them once. You may then run the same application in multiple execution environments.



The Time Tracking Template helps control your projects and better direct your staff's efforts to complete those projects on time.

The Time Tracking Package

Components of the Time Tracking Template include the following:

- IEF model that can be customized
- Screen-level and field-level help
- Development guide

The IEF model contains 26 entity types and 45 online transactions which can be customized to meet your specific needs. There are 3 batch transactions.

Screen colors, function keys and action bars all conform to CUA (Common User Access) standards. More than 300,000 lines of COBOL code are generated by the model.

The development guide is a clearly written manual that is easy to follow. It contains detailed definitions of terms used throughout the Template and examples of every online screen.

Projects Delivered On Time

The Time Tracking Template allows you to apply the latest technology in getting your projects back on schedule. With proven resources and completion plans assigned to every work request, your project backlog will begin to diminish.

Technical Requirements:

Contact your Texas Instruments representative concerning technical requirements for using this Template.

IEF Sales and Marketing
Texas Instruments
6550 Chase Oaks Boulevard
MS 8474
Plano, Texas 75023
800 527-3500