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<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	11/03/2014
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<b>Revised By:</b>	Katie Cap	<b>Review Cycle/Date:</b>	Annually
<b>Reviewed By:</b>	Fonda Logston	<b>Reviewing Unit:</b>	Project Management Office
<b>Title:</b>	Resource Reporting SOP		
<b>Description:</b>	This document is the standard operating procedure for creating and distributing monthly resource reports.		

## Resource Reporting

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. This document is the standard operating procedure for creating and distributing monthly resource reports.
2. Scope
  - 2.1. Resource reports are created using Time and Labor data from all ISD employees who are reporting their time using Project, Product, and Service codes.
3. Discipline
  - 3.1. Program Management Standards
4. Terms and Definitions
  - 4.1. Resource Reports – Monthly reports which use data from PeopleSoft to break down ISD employees’ time into 4 categories – Administrative, Maintenance, Enhancements, and Projects.
5. Instructions
  - 5.1. The Project Management Office creates the Resource Reports. First, a query is pulled from PeopleSoft. This query shows all recorded time within the month.
  - 5.2. Next, the PMO uses an Access Database to update and sort the data.
  - 5.3. The PMO organizes the data into four graphs for agencies to view how their employees’ time is being used:
    - 5.3.1. Time Bar Chart – Shows the total of hours spent in each category – Administrative, Maintenance, Enhancements, and Projects.
    - 5.3.2. Time Pie Chart – Shows the percentage breakdown of the hours spent in each category – Administrative, Maintenance, Enhancements, and Projects.
    - 5.3.3. Administrative Breakdown Bar Chart – Shows the total of hours spent in each subcategory of Administrative time – Leave, Meetings, Planning, etc.
    - 5.3.4. Administrative Breakdown Pie Chart – Shows the percentage breakdown of the hours spent in each subcategory of Administrative time – Leave, Meetings, Planning, etc.
    - 5.3.5. Additional graphs can be created at the request of the specific group or agency.

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- 5.4. The PMO prepares these reports once a month. The reports for each month will be ready by the 25<sup>th</sup> of the following month. (Ex: The report for June will be ready by July 25<sup>th</sup>.)
- 5.5. Agencies that can access the network drives are able to access the reports and the Access Database at **J: Drive < Function < PMO < Projects < Resource Reports.**
- 5.6. The Access Database is updated each month and saved in this folder. The reports are organized by agency.
- 5.7. For agencies without access to the J: Drive, the PMO emails the monthly report. If an agency would like additional resource information that can be drawn from the query, the agency can request this additional information to be part of their agency-specific monthly resource report.
6. Roles and Responsibilities
  - 6.1. Project Management Office
    - 6.1.1. Manages Access Database.
    - 6.1.2. Creates Monthly Resource Reports.
    - 6.1.3. Emails Resource Reports to agencies that do not have access to the J: Drive.
7. Attachments
  - 7.1. 08.2.2a Creating Resource Reports User Guide
  - 7.2. 08.2.2b Query Uses