TimeControl
Enterprise

QuikStart Assistance

The HMS Software Mission:

Heuristic Management Systems is a provider of high-quality, leading-edge project management products and services, enabling organizations to be more effective.

QuikStart Assistance

Overview
The TimeControl Enterprise QuikStart Assistance Program is structured to provide consulting and training to organizations in their start-up and implementation of TimeControl Enterprise. As needs vary from organization to organization, the program outlined below is the one most often requested by mid-sized companies setting up TimeControl as their project-oriented timesheet system.

How it works
Following your purchase of TimeControl, one of our consultants will spend 3-4 weeks at your location working on the start-up, deployment and implementation of TimeControl. A few weeks prior to our on-site visit, we will send your TimeControl Administrator a QuikStart Checklist; a series of tasks that must be completed before your implementation to ensure that you get the full benefit from our QuikStart program. As well, our consultant will follow-up in the weeks prior to implementation to ensure you are on track and to answer any questions you may have.

What we will cover
The TimeControl QuikStart Assistance Program will cover the installation, initial setup, and modeling of data for your TimeControl system. Our consultant will assist your TimeControl Administrator in creating automated validation rules and in the start-up of populating basic table data. The first few user records will be entered so data entry can begin right away.

Our consultant will work closely with your TimeControl Administrator, training him/her in the system's design and data storage. When the basic system is complete, supervisors and project managers will be trained in authorizing timesheet data, applying changes if required, and reporting on timesheet data for their own purposes. Once the supervisors and project managers have been trained, a review of the initial implementation will be made to ensure that the Administrator is on the right path to creating procedures for proper timesheet control.

Finally, regular procedures will be documented so that your TimeControl system will start delivering consistent results when you need them.

What you need to do
Your TimeControl Administrator must complete the QuikStart checklist prior to your implementation. Crucial to the smooth start-up and implementation of TimeControl, is the prior identification of the people responsible for different aspects of the timesheet process and the assurance that they will be available at specific times during implementation. The TimeControl Administrator should be available for the entire implementation.

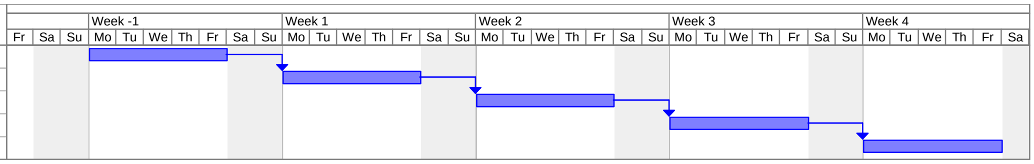
Why it works
One word: leverage. The TimeControl QuikStart Assistance Program enables a consultant, not only experienced in TimeControl but in project management and timesheet systems, to spend time in your environment dedicated exclusively to the start-up and implementation of your TimeControl system - someone at your fingertips who has already climbed the learning curve you're beginning, and brings to the overall picture years of experience in assisting organizations just like yours in automating their project control environments.

What it costs
The TimeControl QuikStart Assistance Program is $5,000 US per week for a minimum of 3 weeks plus travel and per diem expenses; This is a 33% discount off our regular consulting rates.

Who it's for
The TimeControl QuikStart Assistance Program is for organizations who need to have their timesheet system up and running in a stable and effective manner, in as short a timeframe as possible.

The QuikStart Schedule

ID	Task Name
1	**Pre-QuikStart initialization**
2	**Installation**
3	**Configuration**
4	**Training**
5	**Document Procedures**



Week –1

- Locate data to be loaded into system
- Identify project members
- Identify TimeControl administrators
- Format legacy data into CSV or Excel files

Week 1

- Kick off meeting
- Establish initial roll-out schedule
- Determine TimeControl Administrator
- Determine firewall and other security issues
- Review hardware required
- Meet Network Administrator, Firewall Administrator, Database Administrator and Webmaster
- Execute database scripts and create TimeControl database
- Install TimeControl Administration Transaction Server Software
- Connect Administration Transaction Server Software to the database
- Establish General Settings
- Install Java Runtime Environment (JRE)
- Install TimeControl Java Transaction Server
- Install Java database drivers
- Connect the Java Transaction Server to the database
- Test the TimeControl Transaction Server
- Configure the TimeControl properties file
- Document port and database requirements
- Install the Web components and test
- Establish Web area security
- Configure firewall as required
- Test from both inside and outside firewall
- Test on multiple client stations
- Test for multiple client platforms as required
- Reconfigure system, website or network as required based on results of client station testing
- Write site-specific user access instructions as required

Week 2

- Identify owner of project control environment
- Identify initial users and approval routing
- Identify supervisors
- Identify project managers
- Review existing coding structures
- Review existing and proposed reports
- Review standard TimeControl reports
- Establish TimeControl coding requirements
- Populate Coding table
- Establish TimeControl WBS requirements
- Establish project management system links requirements
- Establish project list
- Populate project table
- Establish charge-code structure
- Populate charge code table
- Establish overhead codes
- Populate overhead charge codes
- Establish rate structure
- Populate rate structure table
- Establish security and access settings
- Populate User Profile table
- Establish initial Employee table
- Populate initial Employee table
- Establish initial users
- Populate initial User table
- Establish initial filter requirements
- Populate initial Filter Definition table
- Establish initial Automatic Validation rules
- Populate inital Automatic Validation rules
- TimeControl overview
- Matrix Approval Process
- Collection, approval, release procedures
- Finding missing timesheets
- Rejecting or correcting timesheets
- Linking to Project management systems
- The Project Manager Validation Process
- Adjusting hours using Debit/Credit function
- Week closing process
- Establish the posting process
- Missing timesheets
- Creating a user-defined report
- Exporting to Accounting, other systems
- Corrections after posting (Debit/ Credit)
- Creating validation rules
- Roll out to initial user group and review first access
- Adjust system as required based on first user acess
- Establish backup procedures
- Review troubleshooting issues
- Review implementation
- Troubleshoot any outstanding issues
- Wrap up meeting

Week 3

- <u>Administrator training</u>
  - Training in writing basic reports
  - Training in writing basic filters
  - Training in writing basic validation rules
- Project Manager training
  - Training in linking to project management systems
  - Training in evaluating task and resource ETCs
  - Training in using labor actuals in your project
  - Training in the PM Validation screen
  - Project reporting from TimeControl
- Supervisor training
  - The approval process
  - Rejecting timesheets
  - Departmental reporting
- End-User training
  - Getting your timesheet entered as easily as possible
  - What to do when you hit a validation rule violation or get a timesheet rejected

Week 4

- Document “Setting up new users, security and properties settings"
- Write site-specific project management system link procedures
- Document weekly timesheet collection process
- Document links process for any finance or legacy systems
- Document montly close-out process
- Document process for closing out projects and tasks

HMS Software

HMS Software, a division of Heuristic Management Systems Inc., is a Canadian-owned company based in Montreal, Quebec, Canada. Established in 1984, HMS is a leading provider of project-oriented products and services.

Founded originally as a project management consulting firm, HMS Software has maintained its technical orientation throughout the years. Our consultants and technical staff have a diverse and in-depth knowledge of project management methodologies as well as the enabling technologies that make our automated solutions possible.

In 1993, HMS Software launched its flagship product ***TimeControl***, an enterprise timesheet system designed for mid-to-large-sized organizations that need to track time for both finance and project management. TimeControl is now in use by major corporations worldwide.

HMS has offices in Toronto, Canada and representatives and distributors worldwide including Australia, the United Kingdom, Italy, the Netherlands, South Africa, and the USA.

HMS Software is proud to include amongst its clients some of the world's major corporations including: Dofasco Steel, Bombardier Canadair, CAE Electronics, EDS, General Motors, Credit Suisse/First Boston Bank, the U.S. Navy, Motorola, Global Crossing, MDS Sciex, First Trust Corporation and SAAB.

Visit the HMS Software website at www.hmssoftware.ca

For more information on our products and services, please contact:

HMS Software—Sales
1000 St-Jean Boulevard, Suite 711
Pointe Claire, PQ H9R 5P1
Tel: +1 514.695.8122
Fax: +1 514.695.8121
Email: sales@hmssoftware.ca
Web : www.hmssoftware.ca

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