

Time Recording System maximises recovery

The Problem

Bradford College's Enterprise Unit was established following incorporation in 1993, to provide a professional interface between College departments and funding organisations both at a strategic and operational level. Over the years, the Unit has successfully bid, secured and managed millions of pounds of funding from both European (ERDF, ESF) and UK (National Lottery, SRB, Regional Development Agency) sources.

For the vast majority of funded projects undertaken at Bradford College, staffing costs represent the highest proportion of total project expenditure. The accurate tracking and monitoring of these costs are seen as one of the critical success factors in project delivery.

Pat O'Brien, the Enterprise Unit's Manager noted, "the detailed work undertaken when compiling project budgets results in extremely accurate expenditure forecasts, yet existing monitoring systems continually identified gaps between actual and budgeted staffing costs."

"On-going timesheet analysis determined a number of problem areas and whilst the Units attempts to address these resulted in some improvement, they failed to have a significant impact. Substantial amounts of time continued to be spent tracking, checking and correcting timesheet information instead of managing projects."

The Solution

In late 2003 the Unit began looking at software to improve the situation. CHL were invited to demonstrate their TS2000 Activity Analysis system to Unit and Academic department staff.

Subsequent technical meetings were held to ensure TS2000 could be safely integrated into the College's IT infrastructure. An implementation plan involving the Unit, the IT department and CHL was devised.

In summer 2004, TS2000 was installed on a College server and a 1-day Administrator training course using a copy of real data was held for Unit staff.

Asked about his choice of system, Pat commented, "TS2000 Activity Analysis offered a 'one stop' solution for the problems we were experiencing in tracking and collating labour costs."

The Result

Reflecting later on the overall implementation, Pat observed, "the coding structure is the key, and CHL's advice and experience in this were invaluable and ensured trouble free implementation."

He continued, “personalised timesheets, the ability to identify ‘missing’ timesheets, the retrospective rate adjustment function and being able to export reports to Excel to accommodate differing reporting formats have resulted in maximising claim recovery and effected considerable time savings.”

“As a large College working over several main sites, with numerous outreach facilities and involvement with many consortia/multi-partnered projects, TS2000’s web-based access has made collection of time sheet data just about as simple as it is ever going to be.”

More Information? Contact Us

For more information on TS2000 Activity Analysis please contact:

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