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MASTERING TIME-TRACKING DEPLOYMENT:

A step-by-step roadmap to successfully rollout a time-tracking tool in your company

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Intro

At Timeneye we believe that time management should be an essential component to run a successful business.
By gathering useful insights about how the time has been allocated, you will be able to analyze it and eventually optimize it.
This will result in a series of benefits such as meeting deadlines, improving efficiency, being more productive, and delivering better work.

The following tips are a good starting point for any organization that would like to adopt a time-tracking software, whether you're a small business or a big one.

Let's jump in!

Overview

In our experience, companies have more chances to succeed if they divide the rollout into stages, starting with a small group of early adopters to learn about the software and gather feedback, and then move forward to an org-wide deployment.

Here is an overview of the path we recommend:

Phase 1: **Start**

- Define your success criteria
- Assemble the pilot team
- Set up your workspace

Phase 2: **Experiment**

- Time to track time!
- Monitor team’s usage & gather feedback
- Run your first productivity report

Phase 3: **Scale**

- Onboard the rest of the company
- Make adjustments
- Run a company-wide report

Phase 1: **Start**

Define your success criteria

Different industries might have various reasons to start using time-tracking software and different expectations for the outcomes, depending on size and industry.
At this stage, it's essential to **set clear goals** about what you would like to achieve by introducing a time-tracking tool: for example, would you like to increase productivity? Monitor team's performance? Bill your clients more accurately?
List your objective and share them with all the stakeholders.

Assemble the pilot team

Start recruiting **a small group of like-minded people** interested in the time-tracking benefits and may also be accountable for the tool implementation. No matter what size or industry your organization may be, early adopters share certain traits: interested in technology, collaborative by nature, willing to try something new, and able to give constructive feedback. Did any of your co-workers come to mind? Great! These people will be the first to **test the software** and, in the next future, **train their peers**.

Set up your workspace

We recommend starting with **2 or 3 real-life projects**, to get the pulse of how it works. Assign time and monetary budgets to your projects to track the time as well as the costs.
Also, set **permission levels and roles** for your team members to replicate the company's hierarchical structure.
Having a heterogeneous group of people with whom you can test the new tool in all its functionalities could help troubleshoot potential problems.

Phase 2: **Experiment**

Time to track time!

When the whole pilot team has been onboarded, it's time for you and your team to track your time. **Consistency will be the key**: tracking time every day will **ensure you'll have enough data** to then carry out all the analysis you need.
Don't forget to think about when your team is on the field, in meetings, or switching between multiple projects. Make it easier for them to track time by activating the integrations with the other software they use, and encourage using the time-tracking app on their mobile phone.

Monitor team's usage and gather feedback

Leave at least **1 to 2 weeks**, depending on the company size, for everybody to get acquainted with the new software. When possible, **set automatic reminders** to make tracking time part of their working routine. In the first few weeks of usage, some issues might emerge, so make sure all members of your pilot team are in contact with the Help Desk or IT department.
For more in-depth feedback, we recommend preparing an **end-of-trial survey** for them to complete anonymously.

Run your first productivity report

At the end of the **first month**, you should have enough time tracked to run your first productivity report. Reports should give you a **complete overview** of the total time spent on each client, project, task, billable hours and team member. You can run reports on several company activities to see where your working hours really go.
Gather your findings and turn them into **actionable insights** to allocate your resources more efficiently and boost your business productivity.

Phase 3: **Scale**

Onboard the rest of the company

In this phase, you will use your learnings, talented managers, and early adopters to support your organization's broad-scale deployment. Once your workspace is set up, invite the rest of the team to join you on the platform.
If you are not ready to onboard the whole company, you could proceed department by department.
Best practice: empower your early adopters and delegate them the responsibility of training their peers by organizing demo sessions.

Make the necessary adjustments

Getting new software aboard may take a lot of work. But that's OK! Leave enough time, depending on the company size, for everybody to get acquainted with the new software.
One month after the org-wide deployment, **survey the company** for more insights.
Some issues might emerge, but your previous experience and the pilot team will help you address them promptly and make the necessary adjustments to your workspace.

Run a company-wide report

While collecting feedback, run another report, as you did at the end of Phase 2.
Now you should be armed with a **high-level overview of your business performance regarding time management**.
Compare the first and latest reports' analytics: do you notice anything different? Is there a department that performed better than others? What projects and tasks took most of the time?
Share the results with the rest of the team, and remember to praise any positive effort!

Thank you!

We hope it has been a fun ride and you gathered some useful information along the way for the further development of your company.

If you're new to time-tracking, the best way to get familiar with it is to start using it right away! So, sign up for the **Timeneye free trial** and track time on your ongoing projects. You have full access to all our features **for 30 days**, our knowledge base and our support service as well.

Also, we regularly share our thoughts on time organization, productivity, team and client management on our blog:
www.timeneye.com/blog

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