

MyTimesheetExtension

MyTimesheetExtension is a proposition of an extension of the application MyTimesheet proposed by SAP in order to allow employees to mass maintain their timesheet. Originally, MyTimesheet only allows editing day by day employee's timesheet and add one by one the activities of the employee.

Based on the fact that employees do not constantly fill their timesheet during the day, this extension would allow them to encode it for multiple days and for multiple activities at ones.

Stakeholder requirements (Story)

John is an internal IT employee of a big company. At the end of the month, his timesheet must be filled based on the different activities he has worked on each day. He must give the duration for each activity in hours per days.

In order to fill his timesheet, John is using transaction CAT2 where he has a weekly view allowing him to select the activities and enter the duration for this activity in hours per days.

The problem faced by John is that he does not always have the time to fill his timesheet between activities or at the end the day. He also wants to have a solution to speedup this process:

- John can work more than one day (that can be spread in the month) on a same activity;
- John can work on the same activities during many days in the month with the same duration for each activity per day;
- Sometimes, John must also have a comment on all the entries of a same activity in his timesheet.

Actually, with transaction CAT2, John is only capable to fill his timesheet on a weekly based in order to speed it up. For each week, he can select all activities he has work on and fill one by one the duration and eventually add a comment which is link to the duration for a specific activity and a specific day.

Persona

Name: John Smith

"For me, I would like to...": reduce the time needed to maintain my timesheet.

Background: 34 years old, internal employee of a big company in the IT department as a coordinator for the IT projects in various department.

Job Title / Role: IT Project Coordinator

Job Responsibilities (Main tasks and frequency):

- Following-up ongoing projects for his department
- Making new project proposition
- Planning projects
- Testing the functionalities related to ongoing projects
- Writing requirements for projects

Main Goals:

- Stay focus on his work and the project he is working on
- Reduce the time needed for administrative tasks

Needs: To mass maintain his timesheet in order to reduce the time dedicated to this task. He would like to do this only once a week or once a month and as quickly as possible. And if it can be done on the fly when he is on the train, it would be a plus.

Pain Points:

- Having to be present at the company in order to fill his timesheet
- Having to manually add comments for each duration of a same project
- Not able to select many days across the month to fill them with the same project and the same repartition of the duration

Stakeholders: Consultants, end-users, managers, IT employees ...

Competencies: Due to his position, John is frequently working in team on global focus for the company. He is also a technology freak and wants to bring it into his company in order to assist/ease his daily work and the one of his colleagues.

John's journey

In this case, for this kind of application, it is difficult to describe a journey as it is done with the SAP Fiori principle. But in this section, some part of John's typical journey will be underline which will allow us to understand why he wants a way to mass maintain his timesheet.

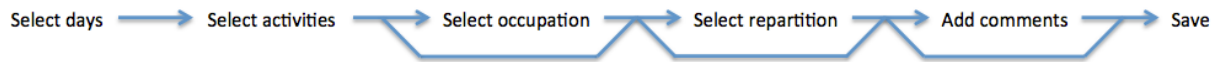
Typically, John is using the public transport to go to work. He usually starts his journey by having a quick follow-up on the projects; he is responsible for and sees if any meeting has to be scheduled. Once it is done, he starts to prepare his work for the journey depending on the result of the follow-up, the oncoming meeting and the priority of the work scheduled for each project.

During the journey, John jumps from his office to meeting rooms and/or colleagues' office. Usually the schedule of his journey is very tight and he has to keep in mind that at the end of the day he has to catch his train in order to come back home. As filling in his timesheet is usually not a priority, he prefers to leave it for when he has spare time at work. As his company is only using transaction CAT2 to encode timesheets, he must be at his office on the company's computer in order to have access to SAP Gui. But usually, he does not have spare time and at the start of the month, he has to block some time in order to put his timesheet in order for the past month. As in transaction CAT2, his

timesheet must be encoded on a weekly based profile (the one defined by the company) this is very time consuming (around 2 working hours each month).

Proposition (Prototype)

First, we can identify the following flow in order to mass maintain John’s timesheet:



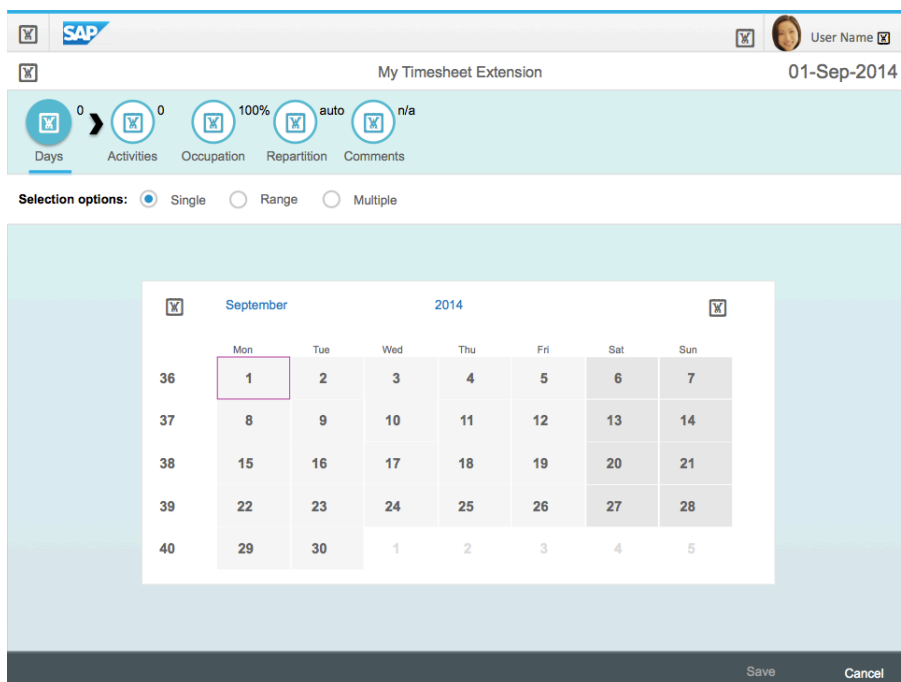
This flow will be also used as a menu for the navigation between each steps of the application (the save button will be present in the footer of the application):



As we can see it in the flow and the menu, John has some mandatory action in the flow such as selecting the days on which he wants to maintain his timesheet and the activities on which he has worked during the selected days. Once it is done, john is able to save at any time and he can skip any of the following steps. In this case, the default value of a skipped step will be used:

- Default value for occupation will be 100% for every selected days
- Default value for repartition will be equivalent between the selected activities
- Default value for comments will be none

In order to adapt to the multiple possibilities to encode timesheet, John will be able to select between some maintain options for each steps of the flow (except for the activities selection screen). Following this idea, three options will be proposed during the selection of the days: selection will be based on a single day, a range of days and multiple days as shown below:



In the activity screen, John will be able to see the activities that he has already or previously selected for the selected days and maintain them. He can directly delete the unnecessary ones or add new activities:

Activities for the selected days (2) Delete (1) Add

Code	Activity	Status	Info_1	Info_2
<input checked="" type="checkbox"/> 90000201	Project 1	Open	100450003	660200 >
<input type="checkbox"/> 90000213	Project 2	Open	200776544	700000 >

In order to find new activities to add, John has to search them with the following screen:

As the search screen is a subscreen of the activity screen, it is not possible to navigate to the other screen, this is why the other elements of the menu are greyed.

It is also possible to have more information for each activity by using the arrow at the end of its line in the table.

Following step of the application will allow John to determine the percentage of occupation for the selected days. The following options are available: 100% for each selected days (the default value), determine a common percentage for all the selected days or individually:

Occupation options: 100% For all selected days By day

Occupation for day 1: 100%

Occupation for day 2: 75%

Occupation for day 3: 100%

After the occupation determination, it's the turn of the repartition of this one in the selected activities. John will be able to select one of the following options:

- Equivalent: for all the selected days, the selected activities will be spread equivalently
- By activities: for all the selected days, John will be able to specify the repartition on the selected activities
- By days: for each selected day John will be able to specify the repartition on the selected activities

Repartition options: Equivalent By activity By day

Code	Project	Day 1 (100%)	Day 2 (75%)	Day 3 (100%)
90000201	Project 1	25%	15%	45%
90000213	Project 2	60%	70%	55%
Total assigned:		85% (<)	85% (>)	100% (=)

As we can see it in the screenshot above, color code and signe will be used as an indication in order to visualised if the repartition is correct or if it needs John attention. In this case, we can see that for the second day the total of assigned occupation is higher than the one that has been specified in the occupation screen.

Finally, John will be able to add comments to the new entries of his timesheet. If he decides to add comments, those could be adding by activity or for all the activities:

Comments options: None For all activities By activity

Add comment

Possible extensions

In this case, I have made some choice in order to ease the comprehension and simplify the complexity of the proposed application. But I think that those will not affect the clarity of the final version of the application in a real life case.

For example, the occupation and the repartition are expressed in percentage but in some company, this could be easier for end user to give them in number of hours.

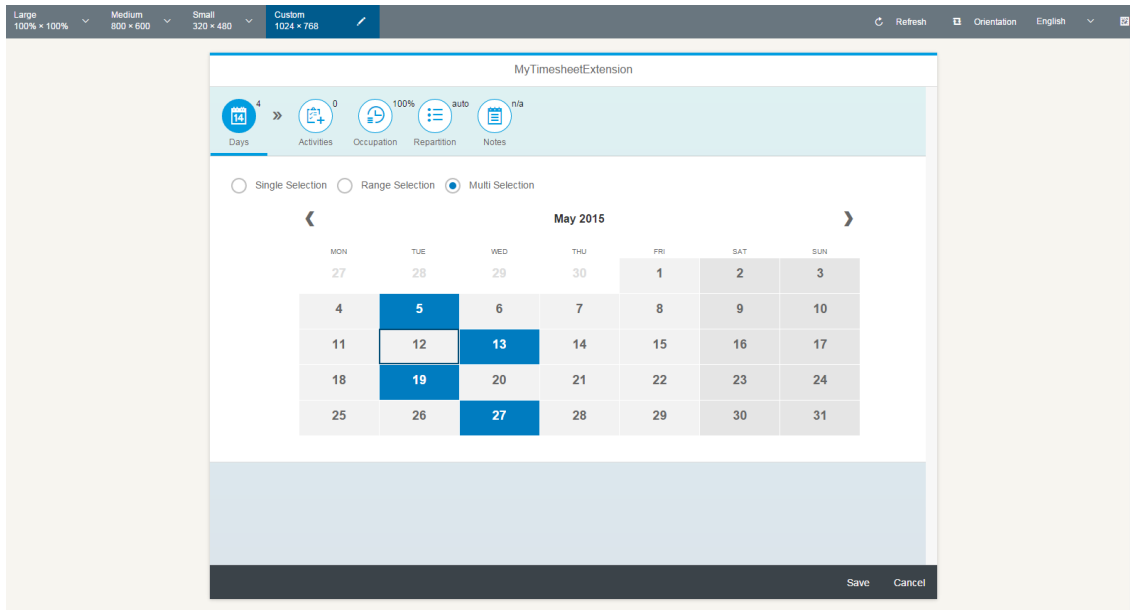
With this proposition, I have tried to keep a high level view in order to mass encode timesheet but this can be refined and customized depending of the company requirement. Another possibility would be to allow end-users to define some preferences, etc...

The main idea was to have a generic application that can be understood by people with various job in a company without having the create a specific Fiori application for each job description as usually company only use one profile for timesheet.

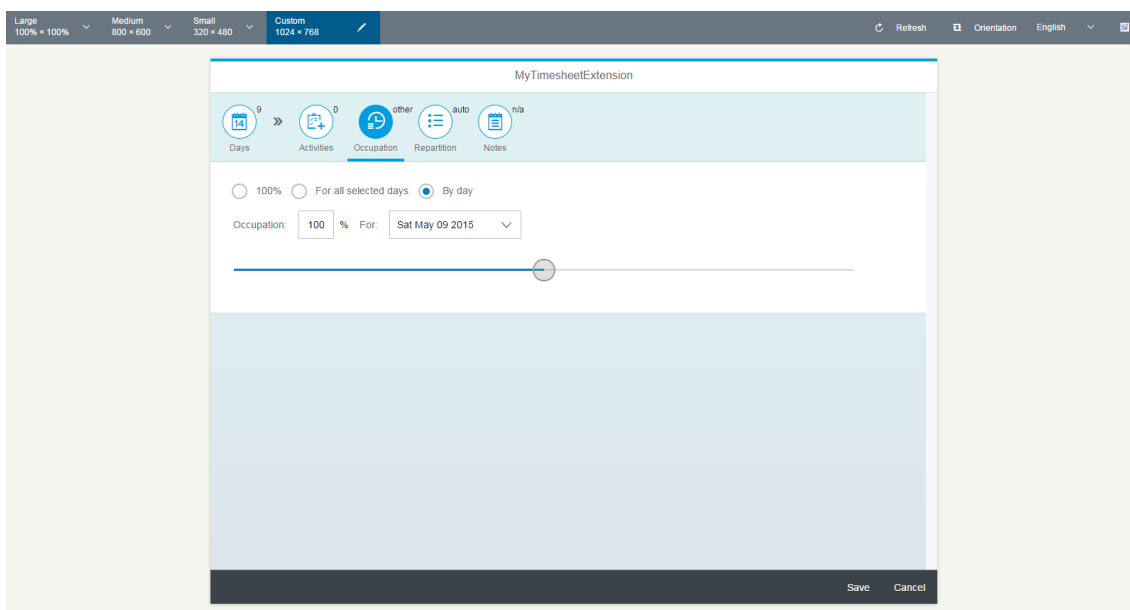
WebIDE

I have used WebIDE in order to define the new graphical user interface for the MyTimesheet application. WebIDE has allowed me to directly visualize the modification done in the interface.

Below, you can see screenshots of the utilisation of the « Run with mock data » of the application. Unfortunately, I haven't got the time to finish the application as its complexity is much higher than what we have seen during the course. But this was a nice challenge during the free time that I was able to spend on it.



In the above screenshot, you can see that I have used an IconeTabBar with IconeTabFilters for each step of the application. In this case, the count property of IconeTabFilter « Days » is updated with the number of selected days and there is RadioButtons in order to select the selection mode of the calendar (in this case: MULTI).



In the second screenshot, you can see that I have use a Select element in order to select the date on which the occupation must be determined. This occupation can be determined with the Input element or the Slider element (and those elements reflect each other value). In the Select element, the dates are binding based on the selected dates in the first screen. In case RadioButton « 100% » or « For all selected days » is selected, the percentage is displayed as the count of IconTabFilter « Occupation » as shown below:

The screenshot displays the 'MyTimesheetExtension' application interface. At the top, there is a header with the title 'MyTimesheetExtension'. Below the header, there is a navigation bar with five tabs: 'Days' (0), 'Activities' (0), 'Occupation' (50%), 'Repartition' (auto), and 'Notes' (n/a). The 'Occupation' tab is currently selected. Below the navigation bar, there are three radio buttons: '100%', 'For all selected days' (which is selected), and 'By day'. Below the radio buttons, there is a form with the label 'Occupation:' followed by an input field containing '50', a '%' symbol, and the label 'For:' followed by a dropdown menu. Below the form, there is a horizontal slider with a circular knob positioned at the 50% mark. At the bottom right of the screen, there are two buttons: 'Save' and 'Cancel'.

Conclusion

I think that MyTimesheetExtension will meet the requirement from John. With this application, he will be able to quickly maintain his timesheet. And as a direct benefit of using SAP Fiori, this application can be accessed on his mobile phone with the SAP Fiori Client, which will allow John to maintain his timesheet outside of his office.