

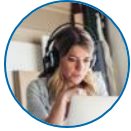


Deltek.

Deltek Power Launch for WorkBook: Role Descriptions

» *Describing the roles, responsibilities and system access in your WorkBook solution*

Pre-Configured Roles



Employee, Creative, Developer: Executes tasks on projects; required to capture time & expenses



Project Manager: Manages the project from start to delivery; including budget, planning, execution and invoicing



Resource Manager: Owns and drives resource planning and employee utilization



Account Manager / Client Partner: Owns the Client relationship in terms of managing opportunities, forecasting and overall project responsibility



Agency Management: Gets a full picture of the business through insights on people, projects, clients and finance



Department Manager: Owns the people in the department and must oversee utilization and optimal planning



Finance All: Owns the overall financial health of the agency; all finance access is encompassed in this role, but if your agency requires financial segregation of duties, they may be delegated between the following four roles



Human Resources: Sets up employees within the system and has overview and approval of absences

Contents

Each role included in the WorkBook solution is defined by its responsibilities and tasks within suggested best practice processes. Each role's access in the system defines their workspace, menu items and available reports.

Role Description:

A high-level description of the role in terms of job description, responsibilities, daily tasks and measurement KPIs

Solution Access:

- Approvals (related to workflows)
- Menu and functionality
- Available reports



Employee

(Creative, Developer, etc.)



Role Description:

The Employee role is central to delivering the agency's creative product.

This role is highly skilled in delivering the type of work the agency sells to its client, whether that requires concepting, designing, coding, development, strategy, etc.

Part of delivering the creative product in line with industry best practices requires them to actively participate in project execution activities within the WorkBook system. Managing their task assignments within the allotted timeframe given and entering their hours and expenses on a regular basis provides accurate real-time data to inform project management and budget control.

WorkBook Tasks:

- Execute tasks that are assigned to them
- Track and register progress on the tasks assigned to them
- Enter time daily or weekly
- Register expenses when spent
- Request absence for time off

Process Responsibilities:

- Execute the tasks that are assigned to them in the timeframe allotted

KPIs to Monitor:

- Their own utilization

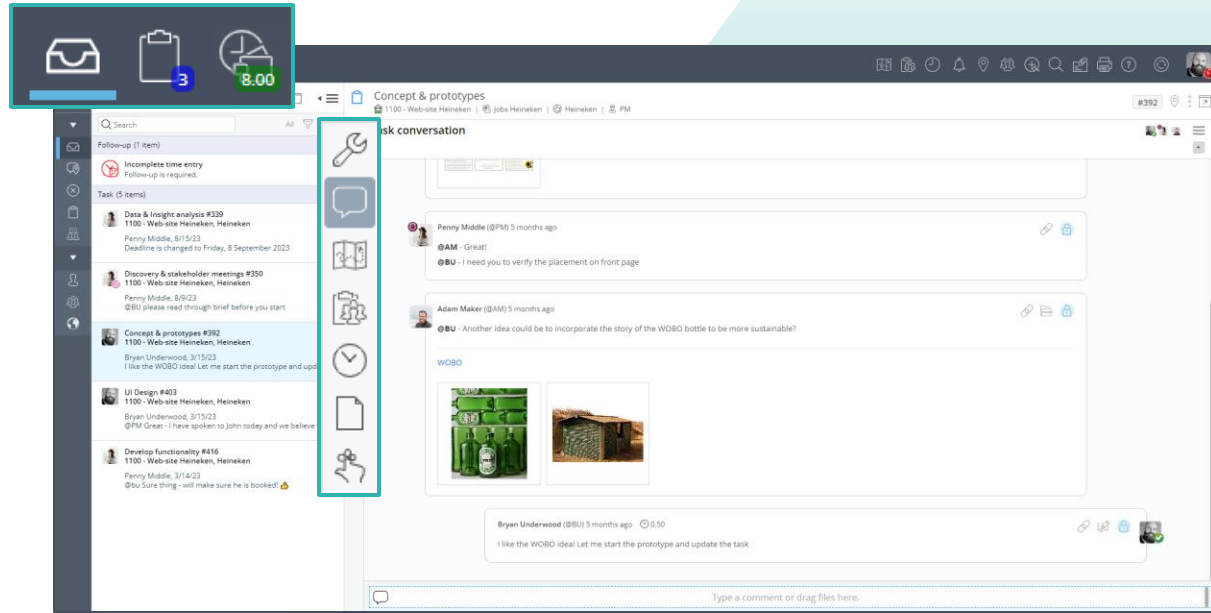
Employee (Creative, Developer, etc.)

Approvals: None

Menu items:

- **Personal information:** Absence overview, Personal expense status, My settings
- **Inbox:** Inbox, history, deleted items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expense sheet, Mileage
- **Jobs:** Briefing, Chat, Schedule, Docs

Note – Everyone in your agency with a WorkBook license has this solution access as the basis of their own role.



Reports

- Time entry statistics
- Time – Absence overview
- Time – Flex overview

Project Manager



Role Description:

The Project Manager is in charge of the successful delivery of jobs to the client. The PM owns the job from beginning to delivery and is responsible for job is setup, quote creation/approval and a signed Statement of Work. After kick-off, the PM is responsible for proper project planning, including timeline, tasks, resource requirements and budget.

The Project Manager is responsible for the overall finances of the job - monitoring costs, ensuring invoicing and delivering within budget.

• **WorkBook Tasks:**

- Create new jobs
- Create quotes and set budgets
- Plan the project (schedule, tasks, resources)

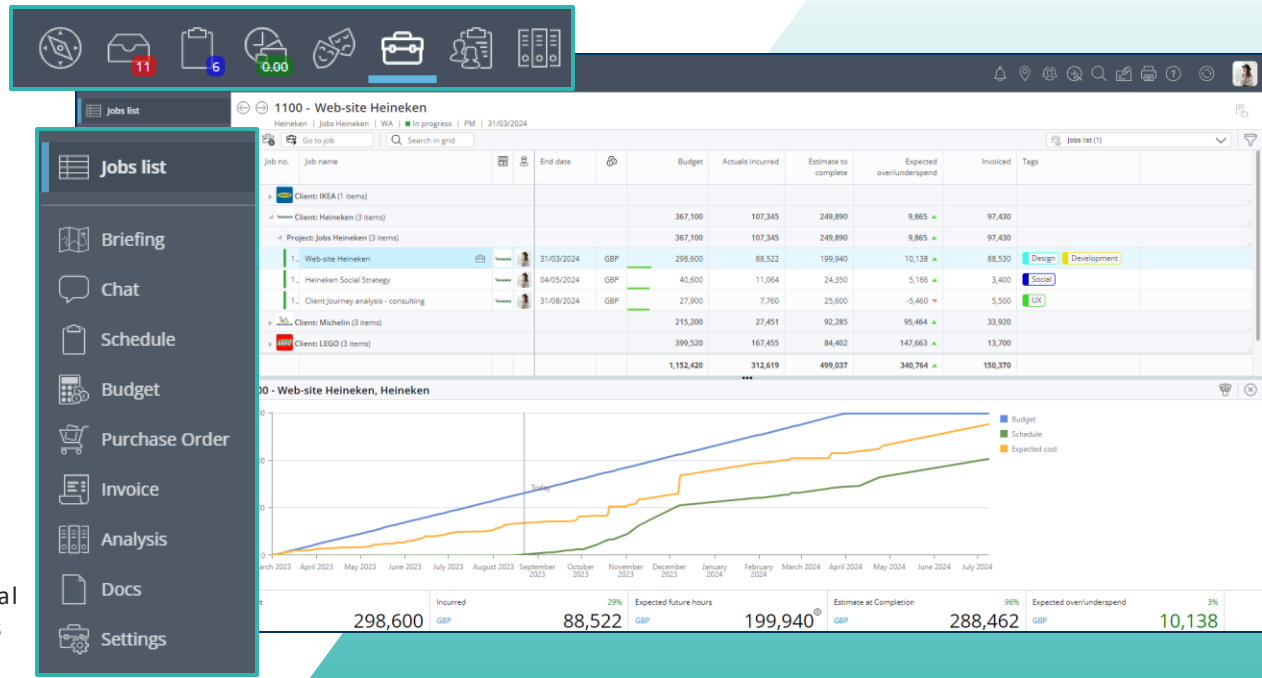
• **Process Responsibilities:**

- Execute ongoing task management – plan each task with the Employee
- Raise purchase orders for external purchases
- Raise invoices to clients in cooperation with finance
- Approve hours being spent on the job
- Approve external costs spent on the job
- Update project progress (percentage completion or WIP) on a monthly basis
- Close the job when complete

• **KPIs to Monitor:**

- Job margin / Job write off's
- Actuals to budget (deliver to set budget)

Project Manager



Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Price quotes for approval
- Task Approval of the user's
- Supplier invoices for approval
- Time entry approval
- WIP Adjustments

Menu items:

- **Personal information:** Absence overview, Personal expense status, My settings, My Purchase Orders
- **Inbox:** Inbox, history, deleted items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expense sheet, Mileage
- **Resources:** Resources
- **Jobs:** Jobs list, Briefing, Chat, Schedule, Budget, PO, Costs, Docs
- **Scheduling:** Weekly Schedule, Task Matrix, Time sheet status, Task list
- **Finance:** Net revenue forecast

Reports

Jobs:

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 7 – Price quotes Overview
- 8 – Price state overview
- 10 – Status report
- 11 – Invoice overview
- 12 – Purchase Order Overview

- 68 – Time expenditures
- 91 – Invoice / expenditure overview
- 139 – Allocated / used hours
- 185 – Job profitability
- 230 – Job ETC report
- 351 – Invoice
- 348 – Price Quote
- 448 – Project price quote

Resource Management:

- 115 – Holiday calendar 12 weeks
- 139 – Allocated / Used hours
- 99 – Schedule list view
- 39 – Gantt Chart – 8 months
- 398 – Gantt Chart – 12 months

Resource Manager



Role Description:

The Resource Manager is responsible for managing the agency's people planning. The Resource Manager has a full overview of what everybody in the company is working on and is responsible for identifying the need for freelance help within budget.

The Resource Manager works in conjunction with the Project Manager to allocate people to tasks according to the requirements of each job. In some agencies, the Resource Manager and Project Manager would be the same person.

WorkBook Tasks:

- Plan and update bookings for people
- Review resource requirements from Project Managers for overall capacity planning
- Assign people to tasks based on skill and availability

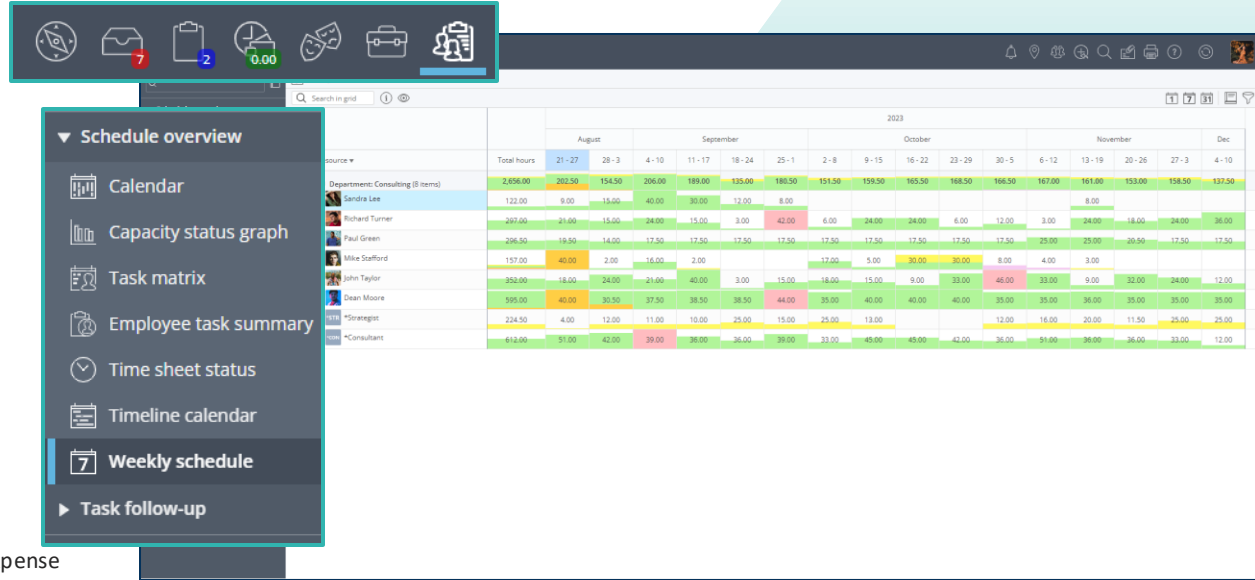
Process Responsibilities:

- Manage bookings and planning
- Optimize capacity and reduce bench list
- Balance usage of freelancers

KPIs to Monitor:

- Planned utilization
- Actual utilization

Resource Manager



Approvals:

Jobs:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Price quotes for a approval
- Task Approval of the user's
- Supplier invoices for a approval
- Time entry approval

Employees:

- Resource requests

Menu items:

- **Personal information:** Absence overview, Personal expense status, My settings, My Purchase Orders
- **Inbox:** Inbox, history, deleted items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expense sheet, Mileage
- **Resources:** Resources
- **Jobs:** Jobs list, Briefing, Chat, Schedule, Budget, PO, Costs, Docs
- **Scheduling:** Calendar, Capacity Status Graph, Task Matrix, Employee Task Summary, Time Sheet Status, Timeline Calendar, Task list, Task Resource Booking Approval

Reports

Employees/Resource Management:

- 99 – Schedule list view
- 115 – Holiday calendar 12 weeks
- 177 – Employee hour expenditure
- 323 – Employee profitability
- 39 – Gantt Chart – 8 months
- 398 – Gantt Chart – 12 months

Jobs:

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 7 – Price quotes Overview
- 8 – Price state overview
- 10 – Status report
- 11 – Invoice overview
- 12 – Purchase Order Overview
- 68 – Time expenditures
- 91 – Invoice / expenditure overview
- 139 – Allocated / used hours
- 185 – Job profitability
- 230 – Job ETC report
- 351 - Invoice
- 348 – Price Quote
- 448 – Project price quote

Account Manager/Client Partner



Role Description:

The Account Manager is responsible for the Client relationship. It is their responsibility to drive new business with full visibility into each Client's pipeline of current and incoming work. This requires maintaining an accurate net revenue forecast on a monthly basis and monitoring Client performance to ensure financial health – i.e. Client profitability, P&L, write offs, etc.

The Account Manager owns the master service agreement for each Client, which sets the frame for creating new Statements of Work for each job. They are also responsible for communicating Client requests to the Project Manager and obtaining approvals from the Client for estimates and change orders.

WorkBook Tasks:

- Overview job and execution
- Approve price quotes prior to sending to clients
- Update CRM with pipeline and activities
- Forecast Revenue
- Overview Client performance

Process Responsibilities:

- Manage the relationship with the client
- Drive new business and revenue
- Oversee that all jobs are delivered for the client
- Make sure there is a master service agreement with client
- Make sure pipeline and revenue forecast is up to date

KPIs to Monitor:

- Client Revenue
- Client Margin
- Client write off's

Account Manager/Client Partner

Approvals:

- Invoices awaiting your approval
- Price quotes for approval

Menu items:

- **Personal information:** Absence Overview, Personal Expense Status, My settings
- **Inbox:** Inbox, History, Deleted Items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expenses, Mileage
- **CRM :** My Activities, Clients & Prospects, 12-Month Summary Forecast, All Activities, Opportunities *(also functions as built-in reporting)*
- **Resources:** Resources
- **Jobs:** Jobs list, Briefing, Chat, Costs, Docs
- **Scheduling:** Weekly Schedule, Task Matrix grouped by client
- **Finance:** Net Revenue Forecast

Resource	Opportunity project title	Created	Created resource	Contact	Probability	Status	Stage	StartDate	Mo.	Rating	
Heineken	Heineken - Web-site	23/06/2023	W Admin	088 Jean Goodman	100%	7 - Won	In progress	01/03/2023	12	High	GBP
Hollas	Printed sports concept	08/12/2022	W Admin	098 Tom Wheeler	90%	6 - Negotiation	Opportunity	01/06/2023	7	High	EUR
H&M	Spring promotion	09/12/2022	W Admin	017 Keith Barnes	80%	6 - Negotiation	Opportunity	01/06/2023	9	High	EUR
BMW Group	Launching BMW X9	08/12/2022	W Admin	003 Oliver Neuer	90%	6 - Negotiation	Opportunity	01/05/2023	6	High	EUR
H&M	H&M Digital 2023 strategy	08/12/2022	W Admin	017 Keith Barnes	75%	5 - Proposal/Price	Opportunity	01/04/2023	1	High	EUR
H&M	H&M consulting agreement	08/12/2022	W Admin	017 Keith Barnes	75%	5 - Proposal/Price	Opportunity	01/02/2024	5	Medium	GBP
BMW Netherlands	Social programme - BMW Netherla...	08/12/2022	W Admin	002 Arjen van Persie	75%	5 - Proposal/Price	Opportunity	01/04/2023	1	Medium	EUR
HEEA	HEEA digital transformation - phase 2	08/12/2022	W Admin	013 Janice Perry	75%	5 - Proposal/Price	Quotation	01/05/2023	11	High	GBP
Maersk	Maersk e-shp video - "hour de shp"	08/12/2022	W Admin	028 Claire Wright	75%	5 - Proposal/Price	Opportunity	01/10/2023	10	Medium	EUR
Heineken	Heineken Facebook posts	08/12/2022	W Admin	088 Jean Goodman	75%	5 - Proposal/Price	Opportunity	01/04/2023	2	High	EUR
BMW Netherlands	Landing page for BMW520 campaign	08/12/2022	W Admin	002 Arjen van Persie	50%	4 - Value Proposit...	Opportunity	01/12/2023	5	Medium	GBP
HEEA	HEEA Catalogue visuals	08/12/2022	W Admin	013 Janice Perry	50%	4 - Value Proposit...	Opportunity	01/04/2023	10	Medium	EUR
BMW Netherlands	SEO programme BMW.NE	08/12/2022	W Admin	002 Arjen van Persie	40%	3 - Needs analysis	Lead	01/04/2023	1	High	EUR
Heineken	Heineken SEO Strategy	08/12/2022	W Admin	088 Jean Goodman	40%	3 - Needs analysis	Lead	01/04/2023	3	Medium	EUR
Procter & Gamble	Digital strategy	08/12/2022	W Admin	087 Leigh Hughes	40%	3 - Needs analysis	Lead	01/09/2023	9	Medium	GBP
HEEA	Consulting Agreement	08/12/2022	W Admin	013 Janice Perry	30%	1 - Discovery	Lead	01/09/2023	3	Low	GBP
H&M	Summer promotion	08/12/2022	W Admin	017 Keith Barnes	20%	2 - Qualification	Lead	01/08/2023	9	Medium	GBP
BMW Group	New Car Configurator on BMW.com	08/12/2022	W Admin	001 Oliver Neuer	20%	2 - Qualification	Lead	01/07/2023	4	Medium	GBP
Maersk	Corporate Responsibility internal c...	08/12/2022	W Admin	028 Claire Wright	20%	2 - Qualification	Lead	01/08/2023	6	Medium	EUR
Heineken	Heineken Social media roster	08/12/2022	W Admin	088 Jean Goodman	20%	1 - Discovery	Lead	01/01/2024	5	High	EUR
Procter & Gamble	New Campaign website	08/12/2022	W Admin	075 Leigh Hughes	20%	2 - Qualification	Lead	01/06/2023	9	Medium	GBP

Reports

Jobs:

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 8 – Price state overview
- 11 – Invoice overview
- 12 – Purchase Order Overview

- 139 – Allocated / used hours
- 185 – Job profitability
- 230 – Job ETC report
- 348 – Price Quote
- 448 – Project price quote

Clients:

- 157 – Pipelines Status report

Employees

- 115 – Holiday calendar 12 weeks
- 39 – Gantt Chart – 8 months
- 398 – Gantt Chart – 12 months

Agency Management



Role Description:

The Management Team can consist of various roles, like CEO, COO, CCO and more. As a team, they have a joint responsibility to manage the agency's strategic direction as well as its overall health within the focus areas of the WorkBook solution: people, projects, clients and finance.

- **People** - Retain talent and maintain an optimal staffing level for the volume of work by ensuring optimal employee utilization with a good balance of freelancers
- **Projects** - Make sure jobs are delivered on budget, on time and on strategy
- **Clients** – Ensure Client satisfaction and agency growth through consistent and new revenue
- **Finance** – Optimize agency operations to support daily activities and profit

WorkBook Tasks:

- Track financial performance through reporting
- Approve certain costs
- Overview pipeline and forecast
- Overview utilization and planning

Process Responsibilities:

- Drive new revenue – through pipeline and forecast management
- Drive utilization and planning
- Drive hires and retention of people
- Manage costs in line with budget
- Drive strategy and acquire new clients

KPIs to Monitor:

- Planned Utilization + Actual utilization
- Client Revenue (per month – compared to budget)
- Operating income + as a % (per month – compared to budget)
- Client profitability
- Job profitability
- Working Capital
- Incoming Pipeline

Agency Management

Approvals:

Jobs:

- Price quotes for approval
- Supplier invoices for approval
- Purchase orders for approval

Menu items:

- **Personal information:** Absence Overview, Personal Expense Status, My Settings
- **Inbox:** Inbox, History, Deleted Items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expenses, Mileage
- **CRM :** My Activities, Clients & Prospects lists, 12-Month Summary Forecast, All Activities, Pipelines (*also functions as built-in reporting*)
- **Resources:** Resources
- **Jobs:** Jobs list, Briefing, Chat, Costs, Docs
- **Scheduling:** Weekly Schedule, Capacity Status Graph (*also functions as built-in reporting*)

The screenshot displays the Agency Management software interface. At the top, there is a navigation bar with various icons for navigation, notifications, and user profile. Below this, a dark navigation menu is open, listing several options: Jobs list, Briefing, Chat, Budget, Invoice, Analysis, Docs, and Settings. The main content area shows a table with columns for Job name, End date, Budget, Actuals incurred, Estimate to complete, Expected over/underspend, and Invoiced. The table contains multiple rows of job data, including items like 'Heineken (4 items)', 'IPO Design', and 'Info-site Heineken'. A 'Jobs list(1)' dropdown is visible in the top right corner of the table area.

Job name	End date	Budget	Actuals incurred	Estimate to complete	Expected over/underspend	Invoiced	Tags
Heineken (4 items)		382,400	107,345	249,890	25,165 ▲	97,430	
Heineken (4 items)		382,400	107,345	249,890	25,165 ▲	97,430	
IPO Design	08/31/2023	15,300			15,300 ▲		
Info-site Heineken	08/31/2024	298,650	88,522	199,940	10,138 ▲	88,530	
Heineken Social Strategy	05/04/2024	40,600	11,054	24,350	5,180 ▲	3,400	
Client Journey analysis - consulting	08/31/2024	27,000	7,760	25,600	-5,460 ▼	5,500	
Ice Cola (1 items)		298,600	12,950	8,250	277,400 ▲		
BMW Group (3 items)		252,500	188,903	243,909	-180,312 ▼	15,660	
Shellis (3 items)		215,200	27,451	92,285	95,464 ▲	33,920	
SBC (2 items)		186,700	283,260	50,470	-147,030 ▼	37,240	
GO (3 items)		305,020	91,306	101,100	112,814 ▲	18,700	
lidas (3 items)		303,200	113,119	107,320	82,761 ▲	18,120	
odafone (3 items)		159,740	33,497	47,410	78,833 ▲	8,500	
teebok (1 items)			13,045	4,080	-17,145 ▼	6,100	
IG (1 items)		59,400	7,096	105,840	-53,536 ▼	5,022	
araZeneca (2 items)		227,100	100,885	236,310	-110,095 ▼	14,000	
ER PLC (1 items)		120,600	10,368	72,460	37,772 ▲	7,820	
EA (3 items)		21,294		107,140	-128,434 ▼	62,300	
at (2 items)		67,120	20,260	106,960	-60,100 ▼	66,290	
		2,577,580	1,030,799	1,533,424	13,358 ▲	391,102	

Reports

Jobs:

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 7 – Price quotes Overview
- 8 – Price state overview
- 10 – Status report
- 11 – Invoice overview
- 12 – Purchase Order Overview

- 68 – Time expenditures
- 91 – Invoice / expenditure overview
- 139 – Allocated / used hours
- 185 – Job profitability
- 230 – Job ETC report
- 351 – Invoice
- 348 – Price Quote
- 448 – Project price quote

Resource Management:

- 115 – Holiday calendar 12 weeks
- 323 – Employee profitability
- 39 – Gantt Chart – 8 months
- 398 – Gantt Chart – 12 months

Clients:

- 157 – Pipelines Status report
- 457 – Invoice list with debtor balance

Department Manager



Role description:

The Department Manager is responsible for a department or team within the agency – Creatives, Developers, Strategists, etc. In conjunction with the Resource Manager, the Department Manager oversees resource allocation to ensure that the right people are on the right jobs - focusing on correct task/skill matchmaking, availability and utilization to ensure workload balance and promote employee retention.

They also have access within WorkBook to act as a Project Manager.

WorkBook Tasks:

- Same tasks as the Project Manager PLUS:
- Act on resource request in cooperation with the Resource Manager
- Plan resources
- Approve absence requests

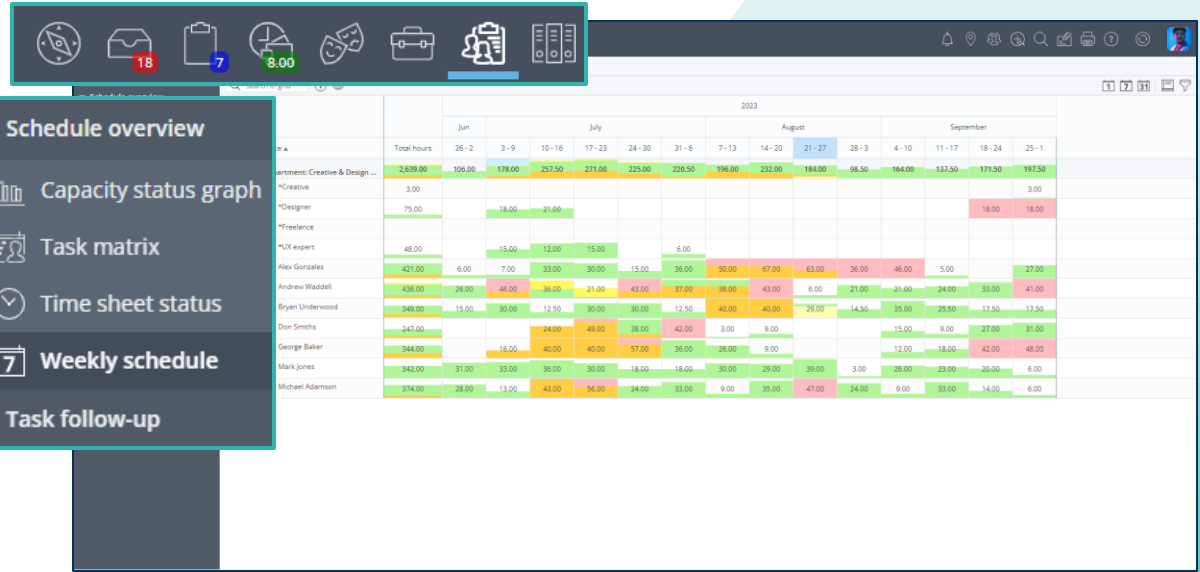
Process Responsibilities:

- Manage the employee in the department, retain and develop
- Overview and manage planning in cooperation with the Resource Manager
- Track and ensure team utilization
- Manage vacation and absence of their team

KPIs to Monitor:

- Utilization of their team
- Retention ratio of their team
- Job margin / Job write offs (when acting as Project Manager)
- Job Actuals to budget (when acting as Project Manager)

Department Manager



Approvals:

Jobs:

- Invoices a waiting your approval
- Mileage entries a waiting approval
- Personal expense approval
- Price quotes for approval
- Task Approval of the user's
- Supplier invoices for approval
- Time entry approval

Employees:

- Absence entry for approval
- Resource request

Menu items:

- **Personal information:** Absence Overview, Personal Expense Status, My Settings, My Purchase Orders
- **Inbox:** Inbox, History, Deleted Items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expenses, Mileage
- **Resources:** Resources
- **Jobs:** Jobs list, Briefing, Chat, Schedule, Budget, PO, Costs, Docs
- **Scheduling:** Task Matrix, Time Sheet Status, Weekly Schedule, Capacity Status Graph
- **Finance :** Net Revenue Forecast

Reports

Resource Management:

- 115 – Holiday calendar 12 weeks
- 177 – Employee hour expenditure
- 188 – Holiday specification year
- 323 – Employee profitability
- 39 – Gantt Chart – 8 months
- 398 – Gantt Chart – 12 months

Jobs:

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 7 – Price quotes Overview
- 8 – Price state overview
- 10 – Status report

- 11 – Invoice overview
- 12 – Purchase Order Overview
- 91 – Invoice / expenditure overview
- 139 – Allocated / used hours
- 185 – Job profitability
- 230 – Job ETC report
- 351 - Invoice

Finance All



Role Description:

The Finance All role captures all financial responsibilities for the agency within a single role.

This role is responsible to ensure that all clients are being invoiced, that all expense sheets are paid and that all creditor invoices are registered and paid in a timely manner. They are also responsible for managing the month-end process, producing the revenue forecast and reporting to the Management Team.

WorkBook Tasks:

- Same as Project Manager PLUS:
- Is the owner of the solution, so has access to most functionality within finance management, CRM, Jobs etc.

Process Responsibilities:

- Manage revenue recognition
- Manage month-end
- Manage finance budget
- Manage information and reporting to the agency's Management Team
- Manage monthly income statement and balance sheet
- Manage revenue forecasting
- Manage annual income statement
- Manage cash flow and working capital
- Drive contracts with clients, freelancers and suppliers
- Manage internal IT, reception and house setup

Items to Monitor:

- Accurate forecast – finance budget deviations
- Fast and timely month-end
- Accurate revenue recognition (limited monthly job deviations)
- Reporting quality to Management
- Ensure timely invoicing of clients - in cooperation with PM
- Ensure timely collection of client payments
- Ensure timely payment of creditors
- Ensure full capture of all external costs and expense sheets

Finance All

Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Supplier invoices for approval
- Price Quotes for Approval
- WIP adjustments
- Time entry approval

Menu items:

- [Personal information](#), [Inbox](#), [Tasks](#), [Time sheet](#), [Resources](#), [Jobs](#), [Scheduling](#), [CRM](#)

Finance:

- **General Ledger:** Chart of Accounts, Project Postings, Journals, Financial Budget, Cash Flow Forecast, Net Revenue Forecast, General reporting
- **Debtors:** Debtors, Debtor Invoices, Debtor Reminders
- **Creditor:** Creditors, Purchase Orders, Creditor Invoices, Creditor Payments
- **Month-End:** Bank Reconciliation, Intercompany Reconciliation, Monthly Checklist, Accounting Periods, Month/Year Closure, Monthly WIP Adjustments
- **Administrative Follow-Up:** Jobs with Expired End Date, Changelog, Due Billing Plan, Billable Jobs with Open Quotes, Open Expenditures on Closed Jobs, Open Job Adjustments, Open Material Entries, Open Mileage Entries, Open Expense Entries, Open Time Sheets, Rejected Entries, Vouchers On Hold, Users with No Login for 30 Days, Time Entry Statistics
- **Export, Import and Maintenance:** Full access to export and import
- **Cost Entry:** Time Sheet, Expense Entry, Mileage Entry
- **Employee Settings:** Employee Creditor Mappings, Employee Cross-Company Access, Employee Settings Grid

Client	AM	Budget net revenue	Remaining amount	Previous revenue	Revenue YTD	Forecast														
						JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023					
BMW UK @BU3	Adam Maier @AM	17,500	17,500								2,917	2,917	2,917	2,917	2,917					
BT @B3	Adam Maier @AM	62,420	62,420								1,145	1,145	1,145	2,620	3,916					
Facebook @F22	Jo Miller @DOM	83,400	36,080		28,770	10,250	2,800	10,140	6,580	9,020	9,020	9,020	9,020	9,020						
Heineken @H2	Jennifer Lewis @JL	500,250	494,630		5,620	-320	1,200	10,140	-5,400	48,619	41,194	41,194	41,194	41,194	41,194					
HSEB @H3	Adam Maier @AM	250,500	103,800		276,520	24,420	14,980	121,180	116,540	3,994	3,994	3,994	3,994	3,994	3,994					
KEA @K2	Adam Maier @AM				4,120	300	600	450	3,670	36,955	36,955	36,955	36,955	36,955						
ING @I3	Jo Miller @DOM	59,400	55,828		3,572	-450	4,022	2,791	2,791	2,791	2,791	2,791	2,791	2,791						
		2,999,620	2,572,178		457,022	56,770	71,032	163,180	166,050	186,884	319,728	206,876	319,126	291,331	308,710					

Search grid		Company	Job	T&M	SF Responsible	Viewers	Budget net revenue	Remaining amount	Previous revenue	Revenue YTD	Burn	EAC	EAC %	True % complete	Expected % complete of MAY 2023	Actual
+ Totals (6 items)																
	WA	1100 - Web-site Heineken			Penny Middle @PM		500,250,000	494,630,000		5,620,000	70,832,000	454,048,000	91%	16%		-320,000
	WA	1101 - Heineken Social Strat...			Penny Middle @PM		294,100,000	291,640,000		2,460,000	13,910,000	255,740,000	87%	5%	12%	
	WA	1102 - Client journey analys...			Penny Middle @PM		40,600,000	25,280,000		5,320,000	2,400,000	33,500,000	83%	7%	20%	-320,000
	WA	1137 - Business development...			Barney Voss @BV		26,700,000	26,700,000			5,520,000	33,390,000	100%	17%	6%	
	WA						138,850,000	141,010,000		-2,160,000	49,002,000	131,448,000	95%	27%	2%	

Reports

WIP & AR

- 378 – Debtor balance by age
- 527 – Debtor sales list for VAT reporting
- 225 – Statement of account
- 229 – WIP value statement
- 168 – Work in process

AP

- 219 – Balance creditor by age
- 541 – Booked vouchers
- 226 – Statement of accounts (transaction)
- 234 – Purchase order overview

Income Statement & Balance Sheet

- 500 – Profit & Loss
- 216 – Trial Balance
- 310 – Fiscal report, 12 months
- 314 – Statement of accounts

And more...

Human Resources



Role Description:

The Human Resources role is focused on an overall view of all employees in the WorkBook system including how hours are being spent, identifying the need to hire and reviewing hiring and vacation requests.

WorkBook Tasks:

- Set up employees in the solution
- Approve absence requests (if line manager not available)
- Overview of time spent
- Overview of resources – (providing input into hiring/firing decisions)

Process Responsibilities:

- Make sure employees are setup in the solution
- Hire people based on overall insight into resourcing needs

Human Resources

Approvals:

- Absence entry for approval
- Mileage entry awaiting approval
- Personal expense approval

Menu items:

- **Personal information:** Absence overview, Personal expense status, My Settings
- **Inbox:** Inbox, history, deleted items
- **Tasks:** To do, Tasks, Calendar view
- **Time sheet:** Time sheet, Expense sheet, Mileage
- **Scheduling:** Weekly Schedule, Time Sheet Status, Capacity Status Graph
- **Administrative Follow-Up:** Time Entry Statistics
- **Cost Entry:** Time Sheet, Expenses, Mileage
- **Employee Settings:** Employee Settings Grid

The screenshot displays two overlapping windows from the HR system. The top window is titled 'Absence entry approval' and shows a table of pending requests. The bottom window is titled 'Employee Settings Grid' and shows a list of employees with various attributes.

Employee	Comment	Date	End date	Type	Hours	Work days from start to end date	Absence days subtracted	Holiday used by employee	Holiday remaining for employee	Approvers
Mark Jones (MJ)	Vacation	08/28/2023	08/31/2023	Holiday		3	3	0	25	W
Mark Jones (MJ)	Vacation	09/01/2023	09/01/2023	Holiday		1	1	0	25	W
Richard Turner (RT)	Vacation	10/02/2023	10/13/2023	Holiday		10	10	0	25	W

Name	Initials	License type	Access role	Manager	Traffic manager	Time sheet approver	Email format	Department	Position	Default activity	Workbook lang
Alex Gonzalez	AX	Basic user	Employee	Michael Adamson (SMAN)	Taylor Traffic (TTF)	Michael Adamson (SMAN)	HTML	Create & Design	Associate Creative Dr...	240 - Associate Creati...	English - United
Alma Fortus	AF	Advanced user	Finance AP	Carl Fontana (CFO)	Taylor Traffic (TTF)	Carl Fontana (CFO)	HTML	Finance & Administra...	Accounts Payable	900 - Internal time	English - United
Andrew Waddell	AW	Basic user	Employee	Michael Adamson (SMAN)	Taylor Traffic (TTF)	Michael Adamson (SMAN)	HTML	Create & Design	User Experience Des...	310 - User Experience...	English - United
Angela Schmidt	AS	Basic user	Employee	Ethan Smith (SES)	Taylor Traffic (TTF)	Ethan Smith (SES)	HTML	Tech & Development	Developer	350 - Senior Developer	English - United
Anthony Gonzalez	AG	Basic user	Employee	Ethan Smith (SES)	Taylor Traffic (TTF)	Ethan Smith (SES)	HTML	Tech & Development	Senior Developer	340 - Senior Developer	English - United
Antonio Best	AR	Advanced user	Finance AR	Carl Fontana (CFO)	Taylor Traffic (TTF)	Carl Fontana (CFO)	HTML	Finance & Administra...	Accounts Receivable	900 - Internal time	English - United
Alexa Lopez	AL	Basic user	Employee	Ethan Smith (SES)	Taylor Traffic (TTF)	Ethan Smith (SES)	HTML	Tech & Development	Lead Developer	370 - Lead Developer	English - United
API_USER	AB	Advanced user	API	Adron (ADM)			HTML	Finance & Administra...	Team Lead	110 - Client Director	English - United
Barney Voss	BV	Advanced user	Project Manager	Penny Middle (PFM)	Taylor Traffic (TTF)	Penny Middle (PFM)	HTML	Project Management	Project Manager	440 - Project Manager	English - United
Barry Whites	BW	Advanced user	Project Manager	Penny Middle (PFM)	Taylor Traffic (TTF)	Penny Middle (PFM)	HTML	Project Management	Project Manager	440 - Project Manager	English - United
Bryan Underwood	BU	Basic user	Employee	Dennis Masera (DSEP)	Taylor Traffic (TTF)	Dennis Masera (DSEP)	HTML	Create & Design	Art Director	250 - Art Director	English - United
Carl Fontana	CFO	Advanced user	CFO	Julia Nicholas (JN)	Taylor Traffic (TTF)	Julia Nicholas (JN)	HTML	Management	CFO	900 - Internal time	English - United
Charles Carter	CC	Basic user	Employee	Ethan Smith (SES)	Taylor Traffic (TTF)	Ethan Smith (SES)	HTML	Tech & Development	Senior Developer	340 - Senior Developer	English - United
Dan Quale	DQ	Basic user	Employee	Dennis Masera (DSEP)	Taylor Traffic (TTF)	Dennis Masera (DSEP)	HTML	Search & Social	Social Media Manager	310 - Social Media Ma...	English - United
Dave Whitlow	DW	Basic user	Employee	Dennis Masera (DSEP)	Taylor Traffic (TTF)	Dennis Masera (DSEP)	HTML	Search & Social	Social Media Ma...	380 - Social Media Ma...	English - United
Dean Moore	DM	Advanced user	Department Manager	Carl Fontana (CFO)	Taylor Traffic (TTF)	Carl Fontana (CFO)	HTML	Consulting	Head of Strategy	150 - Head of Strategy	English - United
Dennis Masera	DSEP	Advanced user	Department Manager	Carl Fontana (CFO)	Taylor Traffic (TTF)	Carl Fontana (CFO)	HTML	Search & Social	SEO Manager	430 - SEO Manager	English - United
Dan Smith	DS	Basic user	Employee	Michael Adamson (SMAN)	Taylor Traffic (TTF)	Michael Adamson (SMAN)	HTML	Create & Design	Senior Designer	280 - Senior Designer	English - United
Danna Karen	DK	Basic user	Employee	Dennis Masera (DSEP)	Taylor Traffic (TTF)	Dennis Masera (DSEP)	HTML	Search & Social	Content Specialist	390 - Content Specialist	English - United
Dorothy Harris	DH	Basic user	Employee	Dennis Masera (DSEP)	Taylor Traffic (TTF)	Dennis Masera (DSEP)	HTML	Search & Social	Community Manager	480 - Community Ma...	English - United

Reports

- Time entry statistics
- Time – Absence overview
- Time – Flex overview
- 123 – Employee time statistics
- Resource Management
 - 115 – Holiday Calendar 12 weeks
 - 323 – Employee Profitability
 - 188 – Holiday Specification year

Deltek.

Additional Roles

Only applicable if finance needs to segregate duties between multiple users or Client Portal is enabled



Additional Roles



CFO: Ongoing control and approval of costs; responsible for matching revenue forecasts to people and contracts; month-end processes



Controller: Ongoing management of finance budgets, managing revenue recognition and month-end, reporting to management



Accounts Payable: Controls all costs from the PO's are raised till vendor invoices are received and paid. Controls all expense sheet payment



Accounts Receivable: Is in control of WIP and Accounts Receivable – makes sure we invoice the client and the money is collected



Client Portal: Collaborates and monitor jobs and related tasks

CFO



Role description:

The CFO has the overall responsibility of agency performance from a financial point of view and is their responsibility to make sure the agency delivers according to the set budget. The CFO monitors purchases, freelancer costs and both supplier and Client contracts. In case of revenue fluctuations, it is the responsibility of the CFO to adjust costs accordingly.

The CFO is responsible for managing the month-end process – ensuring books are closed within compliance (both monthly and annually) and handling audits if required.

WorkBook Tasks:

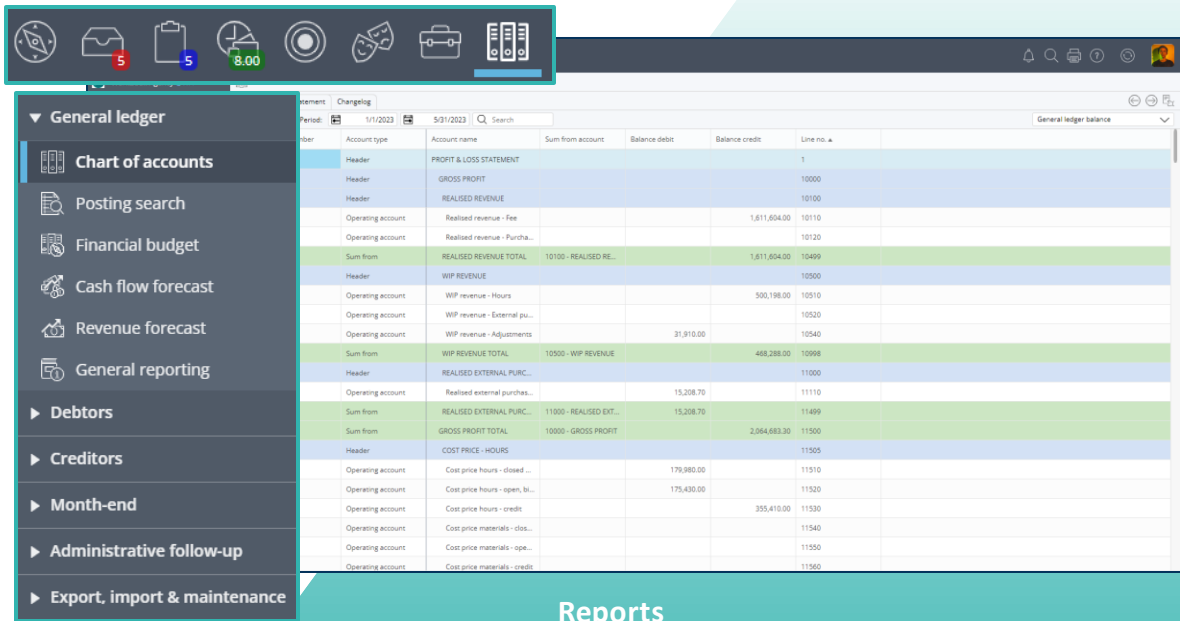
- Same as Project Manager PLUS:
 - Finance budgets
 - Net revenue forecasts
 - Bank reconciliation
 - Cash flow forecast
 - Reports and insights of business performance

Process Responsibilities:

- Manage monthly income statement and balance sheet
- Manage finance budget
- Manage revenue forecasting
- Manage annual income statement
- Manage cash flow and working capital
- Drive contracts with clients, freelancers and suppliers
- Manage internal IT, reception and house setup

KPIs to Monitor:

- Revenue – compared to budget
- Operating income and % - compared to budget
- Freelancer ratio
- Working capital



Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Price quotes for approval
- Supplier invoices for approval
- WIP adjustments

Net banking:

- Approval of payments

Menu items:

- Personal information, Inbox, Tasks, Time sheet, Resources, Jobs, Scheduling, CRM

Finance:

- **General Ledger:** Chart of Accounts, Project Postings, Journals, Posting Search, Financial Budget, Cash Flow Forecast, Net Revenue Forecast, General Reporting
- **Debtors:** Debtors
- **Creditors:** Creditors
- **Month-End:** Monthly Checklist
- **Export, Import & Maintenance:** Data Board Export, Data Export
- **Cost Entry:** Time Sheet, Expense Entry, Mileage Entry

Reports

WIP & AR

- 378 – Debtor balance by age
- 229 - WIP value statement
- 168 - Work in Process
- (Debtor list works as a report)

AP

- 219 – Balance creditor by age
- 14 – Approved Purchase Orders
- 17 – Purchase order / delivery list

Income Statement & Balance Sheet Jobs:

- 255 – Account Balance by period
- 500 – Profit & Loss
- 274 – Balance Sheet
- 216 – Trial Balance
- 341 – Profit analysis
- 310 – Fiscal report, 12 months
- 314 – Statement of accounts

- Same as Project Manager
- + 271 List of Purchases on Job
- + 506 Job cost and profitability

Client:

- 157 – Pipelines Status report
- 564 - Client profitability report

And more...

Controller (Finance Director)



Role Description:

The Controller is responsible for the daily operations of the finance department, which covers things like revenue recognition, the month-end process and updating finance budgets and the monthly revenue forecast. They are also responsible for ensuring that the Management Team has the right monthly and ad hoc management information they need.

When segregating duties amongst a number of roles within the finance department, this role is set up with the most access in WorkBook and acts as the system owner.

WorkBook Tasks:

- Same as Project Manager PLUS:
- Is the owner of the WorkBook system and has access to most functionality within finance management, CRM, Jobs etc.

Process Responsibilities:

- Manage revenue recognition
- Manage month-end
- Manage finance budget
- Manage information and reporting to the agency's Management Team

Items to Monitor:

- Accurate forecast – finance budget deviations
- Fast and timely month-end
- Accurate revenue recognition (limited monthly job deviations)
- Reporting quality to Management

Controller (Finance Director)

Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Supplier invoices for approval
- Price Quotes for Approval
- WIP adjustments
- Time entry approval

Menu items:

- Personal information, Inbox, Tasks, Time sheet, Resources, Jobs, Scheduling, CRM

Finance:

- **General Ledger:** Chart of Accounts, Project Postings, Journals, Financial Budget, Cash Flow Forecast, Net Revenue Forecast, General reporting
- **Debtors:** Debtors, Debtor Invoices, Debtor Reminders
- **Creditor:** Creditors, Purchase Orders, Creditor Invoices, Creditor Payments
- **Month-End:** Bank Reconciliation, Monthly Checklist, Accounting Periods, Month/Year Closure, Monthly WIP Adjustments
- **Administrative Follow-Up:** Jobs with Expired End Date, Changelog, Due Billing Plan, Billable Jobs with Open Quotes, Open Expenditures on Closed Jobs, Open Job Adjustments, Open Material Entries, Open Mileage Entries, Open Expense Entries, Open Time Sheets, Rejected Entries, Vouchers On Hold, Users with No Login for 30 Days, Time Entry Statistics
- **Export, Import and Maintenance:** Full access to export and import
- **Cost Entry:** Time Sheet, Expense Entry, Mileage Entry

Job	End date	Total budget	Total NR quote	Total expenditure	Total adjustment	Last adjustment	New adjustment	Company	New completion rate %	Last months completion rate
Website Heineken	03/31/2024	GBP 326,500.00	320,800.00	56,861.55	8,140.00	07/31/2023	07/31/2023	WA		
Client Journey analysis	08/31/2024	GBP 298,600.00	294,100.00	51,341.55	11,100.00	07/31/2023	07/31/2023	WA		
Zoran end BMW cam...	12/31/2024	GBP 27,900.00	26,700.00	5,520.00	-2,960.00	07/31/2023	07/31/2023	WA		-8.00%
Michelin Digital Scas...	11/30/2024	GBP 60,800.00	60,800.00	1,795.00	-2,950.00	07/31/2023	07/31/2023	WA		
Ongoing Consulting	12/31/2024	GBP 121,500.00	121,500.00	6,960.00	-3,100.00	07/31/2023	07/31/2023	WA		18.00%
		616,510.00	549,510.00	30,110.64	-4,550.00					

All approved price quotes	Externally approved price quotes	Total costs incurred (sales price)	Previously partially invoiced	Total previous adjustments (proposed)	Actual P/L value	New P/L value	New adjustment	Completion rate %	Invoice on account	Accrued/deferred
295,100.00	295,100.00	47,720.00		11,300.00	59,020.00	59,020.00	0.00	20.00%		59,020.00
						0.00	0.00		88,530.00	-88,530.00
						0.00	0.00			
3,500.00	3,500.00	3,621.55		700.00	700.00	700.00	0.00	20.00%		700.00
298,600.00	298,600.00	51,341.55		12,000.00	59,720.00	59,720.00	0.00		88,530.00	-28,810.00
-4,500.00	-4,500.00	-3,020.04		-800.00	-800.00	-800.00	0.00	20.00%		-800.00
294,100.00	294,100.00	48,321.51		11,100.00	58,820.00	58,820.00	0.00			-29,710.00

Reports

WIP & AR

- 378 – Debtor balance by age
- 527 – Debtors sales list for VAT reporting
- 225 – Statement of account
- 229 – WIP value statement
- 168 – Work in process

AP

- 219 – Balance creditor by age
- 541 – Booked vouchers
- 226 – Statement of accounts (transaction)
- 234 – Purchase order overview

Income Statement & Balance Sheet

- 500 – Profit & Loss
- 216 – Trial Balance
- 310 – Fiscal report, 12 months
- 314 – Statement of accounts

And more...

Accounts Payable



Role Description:

The Accounts Payable role is responsible for all external costs and expenses - making sure that all purchase orders are processed, vendors are created and supplier invoices are paid when due. In addition, this role is responsible for checking employee expense reports to ensure they're correct, approved and paid. It is this role's responsibility to then ensure that the agency's balance sheet is always fully reconciled when it comes to these items.

WorkBook Tasks:

- Create creditors
- Register incoming creditor invoices
- Control expense sheets are correctly registered
- Prepare payment suggestion for creditor invoices in bank
- Prepare payment suggestion for expense sheets to employees in bank
- Reconcile AP in balance sheet

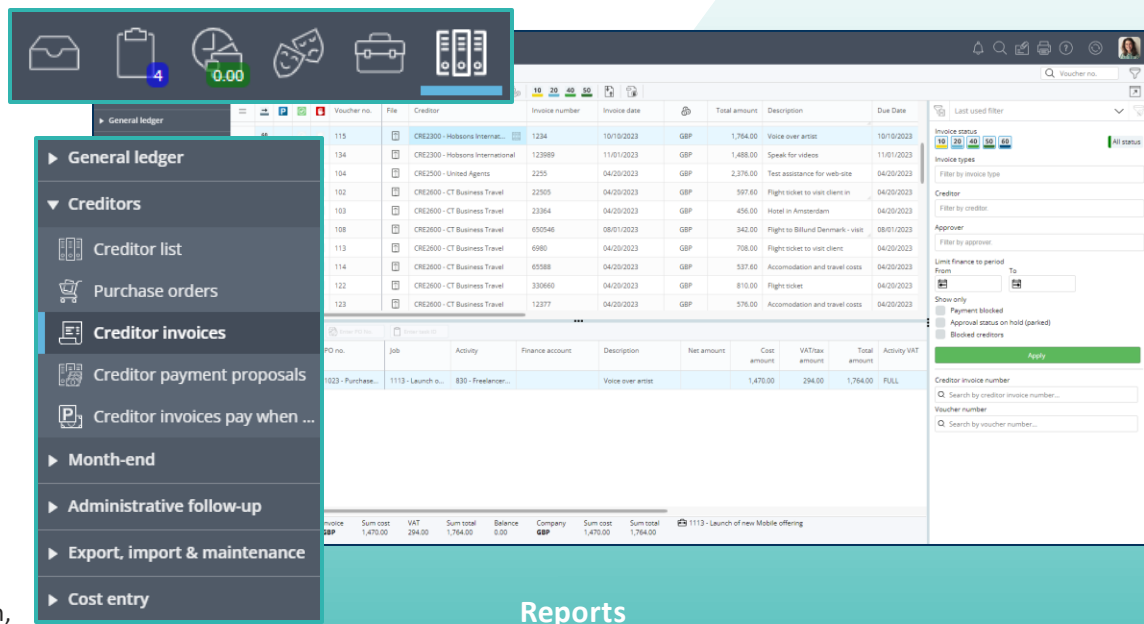
Process Responsibilities:

- Manage creation and setup of creditors
- Manage all external costs from PO creation to creditor invoice registration and payment as approved by the CFO
- Manage all expense sheets and payments as approved by the CFO

Items to Monitor:

- Ensure timely payment of creditors
- Ensure full capture of all external costs and expense sheets

Accounts Payable



Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval
- Task Approval of the user's
- Supplier invoices for approval

Menu items:

- Personal information, Inbox, Tasks, Timesheet, Resources, Jobs

Finance:

- **General Ledger:** Project Postings, Journals, Posting Search, General Reporting
- **Creditors:** Creditors, Purchase Orders, Creditor Invoices, Creditor Payments
- **Month-End:** Monthly checklist
- **Administrative follow up:** Open Expenditure on Closed Jobs, Open Mileage Entries, Open Personal Expense Entries, Rejected Entries, Vouchers On Hold
- **Export, import & maintenance:** Personal Expense Credit Card, Google Adwords Import, Bing Import

Reports

AP Reports

- 219 – Balance Creditor by age
- 291 – Creditor purchase list
- 334 – Goods / services overview
- 4 – Purchase orders
- 226 – Statement of Accounts (transaction)
- 449 – Voucher data sheet
- 541 – Booked Vouchers
- 17 – Purchase Order/Delivery list

- 518/519/262/390– Checks (US only)

Job reports

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 5 – Task Progress view
- 7 – Price Quotes overview
- 8 – Price State overview

- 10 – Status report
- 11 – Invoice overview
- 12 – Purchase Order Overview
- 271 – List of external purchases on job
- 348 – Price Quote
- 448 – Project Price Quote

Accounts Receivable



Role Description:

The Accounts Receivable person is responsible for managing cash in terms of WIP management and AR management. It is therefore the AR person's responsibility to ensure that WIP is invoiced timely and in co-operation with the PM make sure as much WIP is invoiced as possible.

After invoicing it is the AR person's responsibility to ensure that outstanding invoices are paid and money is collected timely, with as little write-offs as possible

Finally it is the AR person's responsibility to secure that the balance sheet for WIP and AR is fully reconciled with Jobs and payments at any time.

WorkBook Tasks:

- Create debtors
- Create and send invoices to clients
- Register incoming payments from clients and reconcile against sales invoices
- Prepare and send reminders / statements to clients
- Reconcile WIP and AR in balance sheet

Process Responsibilities:

- Manage creation and setup of debtors
- Manage WIP and invoicing to clients in close co-operation with PM's
- Manage collection of client payments in due time
- Reconcile balance sheet for WIP and AR

KPIs to Monitor (Not quantified in numbers):

- Ensure timely invoicing of clients - in co-operation with PM
- Ensure timely collection of client payments

Accounts Receivable

Approvals:

- Invoices awaiting your approval
- Mileage entries awaiting approval
- Personal expense approval

Menu items:

- Personal information, Inbox, Tasks, Timesheet, Resources, Jobs

Finance:

- **General Ledger:** Project Postings, Journals, Posting Search, General Reporting
- **Debtors:** Debtors, Debtor Invoices, Debtor Reminders
- **Month-End:** Bank Reconciliation, Monthly Checklist, Monthly WIP Adjustments
- **Administrative follow up:** Jobs with Expired End Date, Open Time Sheets, Due Billing Plan Follow-up, Open Job Adjustments, Rejected Entries
- **Export, import & maintenance:** Bank Reconciliation (manual)

The screenshot shows the software interface with a menu on the left and a table of debtors on the right. The menu includes: General ledger, Debtors (with sub-items: Debtor list, Debtor invoices, Debtor reminders), Month-end, Administrative follow-up, Export, import & maintenance, and Cost entry. The table displays debtor information including name, debtor number, contact person, balance, due date, email, and contact phone.

name	Debtor number	Contact person	Balance	Due	Email	Contact phone
	1001	Tom Wheeler	23,220.00	23,220.00	tom.wheeler@adidas.com	01614 192500
Denise	1011	Denise Clark	14,000.00	6,000.00	denise.clark@astroaerica.co.uk	020 7604 8000
Oliver	1016	Oliver Neuser	15,660.00		oliver.neuser@bmw.com	49 89 125016000
Arjen van Persie	1017	Arjen van Persie			arjenvanpersie@bmw.com	31 70 413 3222
Phillip Schultz	1008	Phillip Schultz	4,550.00	4,550.00	phillip.schultz@bmw.com	0370 505 0160
Belle Henry	1004	Belle Henry	66,290.00		belleh@bt.com	020 7356 5000
Raul Benson	1000	Raul Benson			raul.benson@cocacola.com	020 8237 3000
Roberta Graves	1005	Roberta Graves	24,820.00	24,820.00	robertagraves@facebook.com	020 3386 6000
Jean Goodman	1003	Jean Goodman	97,430.00	97,430.00	jean.goodman@skireteln.com	01432 352000
Amy Wright	1014	Amy Wright	37,240.00	37,240.00	amy.wright@pubc.com	0800 358 3011
Donna Smith	1010	Donna Smith	78,720.00	25,200.00	donna.smith@leica.com	020 8233 2300
Shannon Curry	1007	Shannon Curry	5,022.00	5,022.00	shannon.curry@ing.com	020 7767 1000
Enri Fernandez	1006	Enri Fernandez	24,532.00	15,732.00	enrif@ego.com	01753 495000
Claire Wright	1009	Claire Wright			claire.wright@maersk.com	0844 264 1263
Timothy Anderson	1015	Timothy Anderson	33,920.00	25,520.00	timothyanderson@michelin.com	01782 402000
Lugh Hughes	1002	Lugh Hughes			lugh.hughes@sig.com	01932 596000
Joyce Richardson	1012	Joyce Richardson	7,820.00		joyce.richardson@sse.co.uk	0345 071 9710
Jack Wood	1013	Jack Wood	11,000.00	4,900.00	jackwood@vodafone.com	01635 33251
			444,324.00	269,634.00		

Reports

Debtor Reports

- 304 – Debtor sales list
- 378 – Debtor balance by age
- 333 – Goods / services overview
- 225 – Statement of accounts
- 351 – Invoice
- 344 – Debtor Reminder invoice list

Job reports

- 1 – Jobs List
- 2 – Status View
- 4 – Expenditure Overview
- 10 – Status report
- 11 – Invoice overview
- 12 – Purchase Order Overview

Other Finance Reports

- 497 – Job expenditure group summary
- 217 – Ledger
- 412 – Ledger Postings
- 222 – Due items

And more...

Client contact (Portal)*



Role Description:

Using the client portal this way ensures a better overview and closer collaboration.

The Client Contact person can login to WorkBook to collaborate and monitor jobs. They can create conversations and see the tasks associated with the active jobs. Furthermore they can see shared documents and this way follow the jobs progress closely.

*Role is not required and not all clients allows login from their clients to their WorkBook system

WorkBook Tasks:

- Collaborate
- Monitor jobs and tasks
- See and upload documents

Client contact (Portal)*

Approvals:

- None

Menu items:

- [Inbox, Jobs](#)

Jobs:

- **Briefing:** Able to see the job briefing in read-only
- **Chat:** See all public conversations and be able to communicate using the collaboration functionality
- **Schedule:** See the schedule and open the task card where the Chat and Briefing is visible
- **Docs:** See shared documents and upload new files to shared folders

The top screenshot displays a 'Jobs list' table for project '1140 - Banner adds for Spring collection'. The table has columns for Job-no., Job name, Created, End date, Project, and Production status. It lists three jobs: 1111 (Christmas Campaign: SolMe), 1112 (TV spots summer), and 1140 (Banner adds for Spring collection).

Job-no.	Job name	Created	End date	Project	Production status
1111	Christmas Campaign: SolMe	12/08/2022	12/31/2024	Jobs Adidas	WD 286
1112	TV spots summer	12/08/2022	08/31/2024	Jobs Adidas	WD 286
1140	Banner adds for Spring collection	12/08/2022	12/31/2024	Jobs Adidas	WD 286

The bottom screenshot shows a 'Tasks' and 'Timeline Schedule' view for the same project. The 'Tasks' table lists various tasks with their start dates, durations, and resources. The 'Timeline Schedule' view shows a Gantt chart for October 2023, with tasks like 'Brief & Debrief', 'Concept creation', 'Concept editing & polishing', 'Content definition', 'Visual production', 'Campaign production', 'Banner production', and 'Outsourcing' represented as horizontal bars.

*Role is not required and not all clients allows login from their clients to their WorkBook system

Reports

Job reports

- [Contact user job list](#)