

**Project Management,
Time & Billing
e·silentpartner**

Tailored Solution for Enhanced Project
Profitability and Efficiency



Project Management

- End-to-end project management capabilities.
- Easy planning, task assignment, and resourcing with Gantt charts, timelines, and Kanban boards.
- Enhanced team collaboration and stakeholder communication.
- Share digital assets effortlessly.
- Insightful financial health reports for revenue, expenses, and budget analysis.
- Customizable project management dashboards.

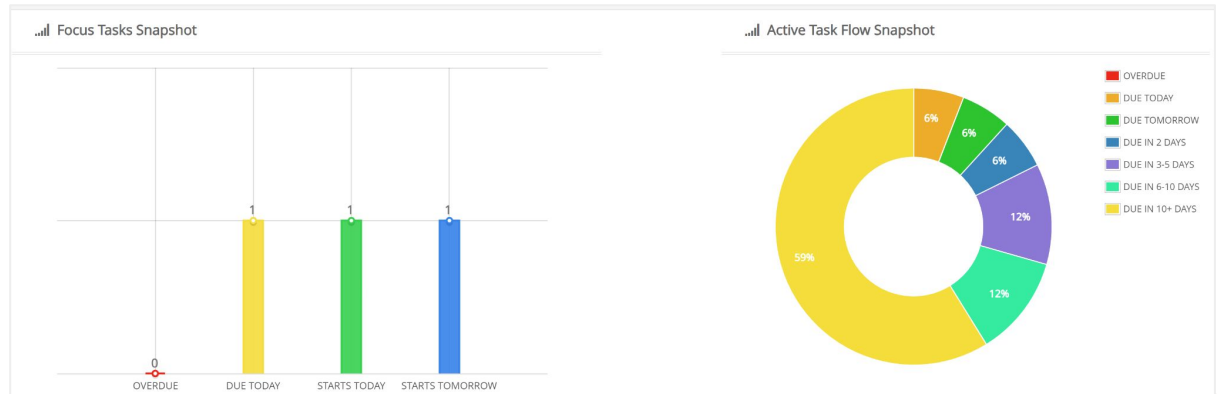
Task	Dur	Dep*	Start	Due	Done
1. Initial planning	5		Oct 26, 2023	Nov 01, 2023	
2. Create plan	5		Oct 26, 2023	Nov 01, 2023	
3. Prepare Estimate	2		Oct 26, 2023	Oct 27, 2023	
4. Client approval of estimate and plan	3		Oct 26, 2023	Oct 30, 2023	
5. Research & Analysis	30		Oct 31, 2023	Dec 13, 2023	
6. Research competition	10	5	Oct 31, 2023	Nov 13, 2023	

Name	Role	Office	Total	Start Date	Due Date	Su 2/11	M 2/12	Tu 2/13	W 2/14	Th 2/15	F 2/16
Account Service											
DSC-Michelle Smith CC1	Project Manager		15				3	3	3	3	3
Lea P. CC1-2	Account Executive		85				17	17	17	17	17
RC Smith	Account Executive		0				0	0	0	0	0
Creative											
Bonnie Lee	Copywriter	PHL	10				2	2	2	2	2
AM-13171 Christmas promotion (AM)											
5. Organize travel requirements											
27-Dec-2023											
26-Aug-2024											
✓ ✓ ✓ ✓ ✓											
AM-13265 test (AM)											
2. Task 1											
✓ ✓ ✓ ✓ ✓											
CSI Vendor	Creative Assistant		0				0	0	0	0	0
Darrin Brentley	Creative Assistant	PHL	30				6	6	6	6	6
Denise Jones			5				1	1	1	1	1
Freelancer CPI	Senior Graphic Artist		0				0	0	0	0	0
Gregory Francis			5				1	1	1	1	1
Hien Shepherd	Senior Graphic Artist		5				1	1	1	1	1
James Reeman			5				1	1	1	1	1
John Christopher PHIL	Senior Graphic Artist	PHL	5				1	1	1	1	1



Resource & Task Management

- Utilization of Critical Path Methodology (CPM) for complex project scheduling.
- Multi-currency, multi-tier rate structure for project estimates.
- Simplified task delegation and enhanced team collaboration.
- View of resource workload by department and daily assignments.
- Calendar view for booking resources to various tasks.
- Easy duplication of task structures for project consistency.



Time

- Multiple options for Project and Task Time tracking to provide accurate Labor Cost and meaningful Utilization and Productivity information.
- Approval Process
- Mobile App Time entry

Charge Entry				January 15, 2024							Load previous weeks jobs and items <input type="button" value="Insert"/>	
Job	Job Title	Task	Item	Sun Jan 14	Mon Jan 15	Tue Jan 16	Wed Jan 17	Thu Jan 18	Fri Jan 19	Sat Jan 20	Total	
AM-13002	Product Introduction		Account	0.00	1.00	2.00	1.5	3.00	4.00	0.00		
AM-13016	AC Pop Kit	2.1	Copywri	0.00	2.00	4.00	5.2	4.00	1.00	0.00		
SSA-00002	Brand Identity		Copywri	0.00	5.00	2.00	1.3	0.00	4.00	0.00		
				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Billable Time:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Non-bill time:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Time:				0.00	8.00	8.00	8.00	7.00	9.00	0.00	40.00	
Internal:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Billing

- **Time Based Billing**
- **Advanced billing options:**
 - Retainers
 - Progress billing
 - Estimate billing
 - Actual charges billing.
- Multi-currency support and variable rates per client, employee, or service type.

ATLAS-16194 > eBilling

Job: ATLAS-16194	Estimate:	123,360.00
Currency: USD	Actual:	111,101.01
Product Development	Remaining:	12,258.99
	Open POs:	10,347.95

Category / Item	HrsBud	HrsUsed	Estimate	Billed	Held	PO'S	Unbilled
Agency Fees							
Account Administration	10.00	10.00	5,250.00	3,875.00	0.00	0.00	0.00
Account Production	0.00	24.00	0.00	0.00	0.00	0.00	0.00
Art Direction	0.00	0.00	4,840.00	4,617.00	0.00	0.00	0.00
Agency Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Account Service	44.00	157.50	5,500.00	24,120.00	0.00	0.00	4,320.00
Creative	40.00	5.50	5,000.00	3,975.00	0.00	0.00	0.00
Consulting	0.00	42.50	0.00	13,812.50	0.00	0.00	0.00
Copywriting	40.00	0.75	5,000.00	2,702.50	0.00	0.00	0.00
Design	110.00	8.00	13,750.00	3,750.00	0.00	0.00	0.00
Design/Computer	120.00	0.00	10,200.00	5,100.00	0.00	0.00	0.00
Monitoring	0.00	38.00	0.00	2,850.00	0.00	0.00	0.00
Search Engine Optimization	0.00	7.50	0.00	0.00	0.00	0.00	0.00
Software Analysis	0.00	24.00	0.00	3,840.00	0.00	0.00	0.00
Total Agency Fees	364.00	317.75	49,540.00	68,642.00	0.00	0.00	4,320.00



what e·silentpartner offers

- **Control**

- Real time profitability information
- Integrate project control with general ledger
- Review financials per project: open purchase orders, billings, budget and more.

- **Insights**

- Multiple reporting options and real time data to see the true profitability of clients, contacts, projects, and people.

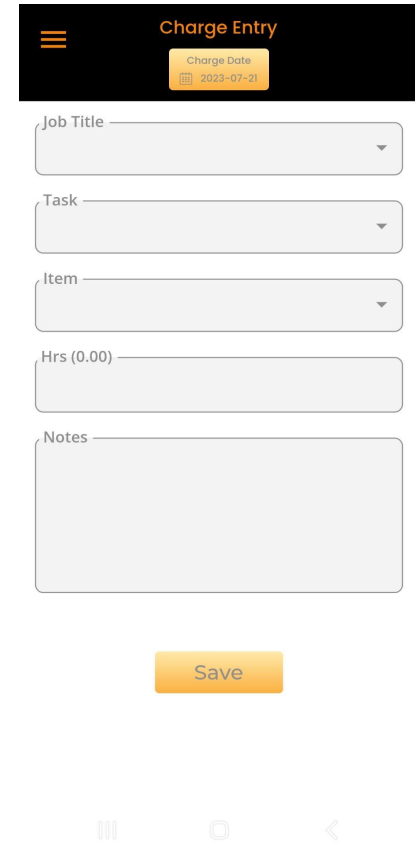
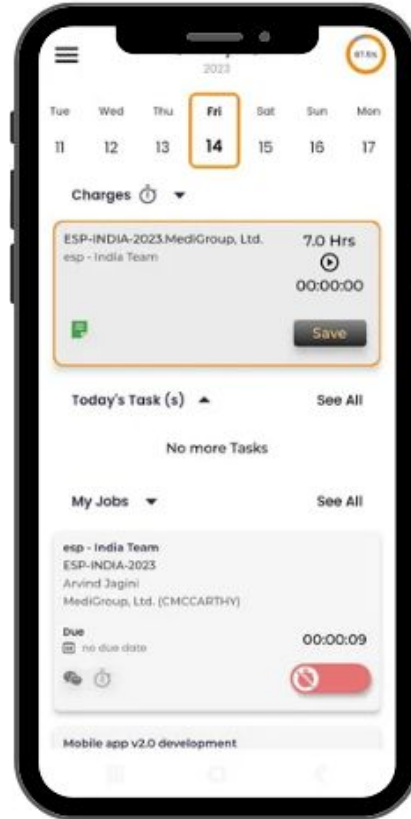
- **Billing Options**

- Multiple Billing options
- When and how to bill and post your Client and Vendor Invoices

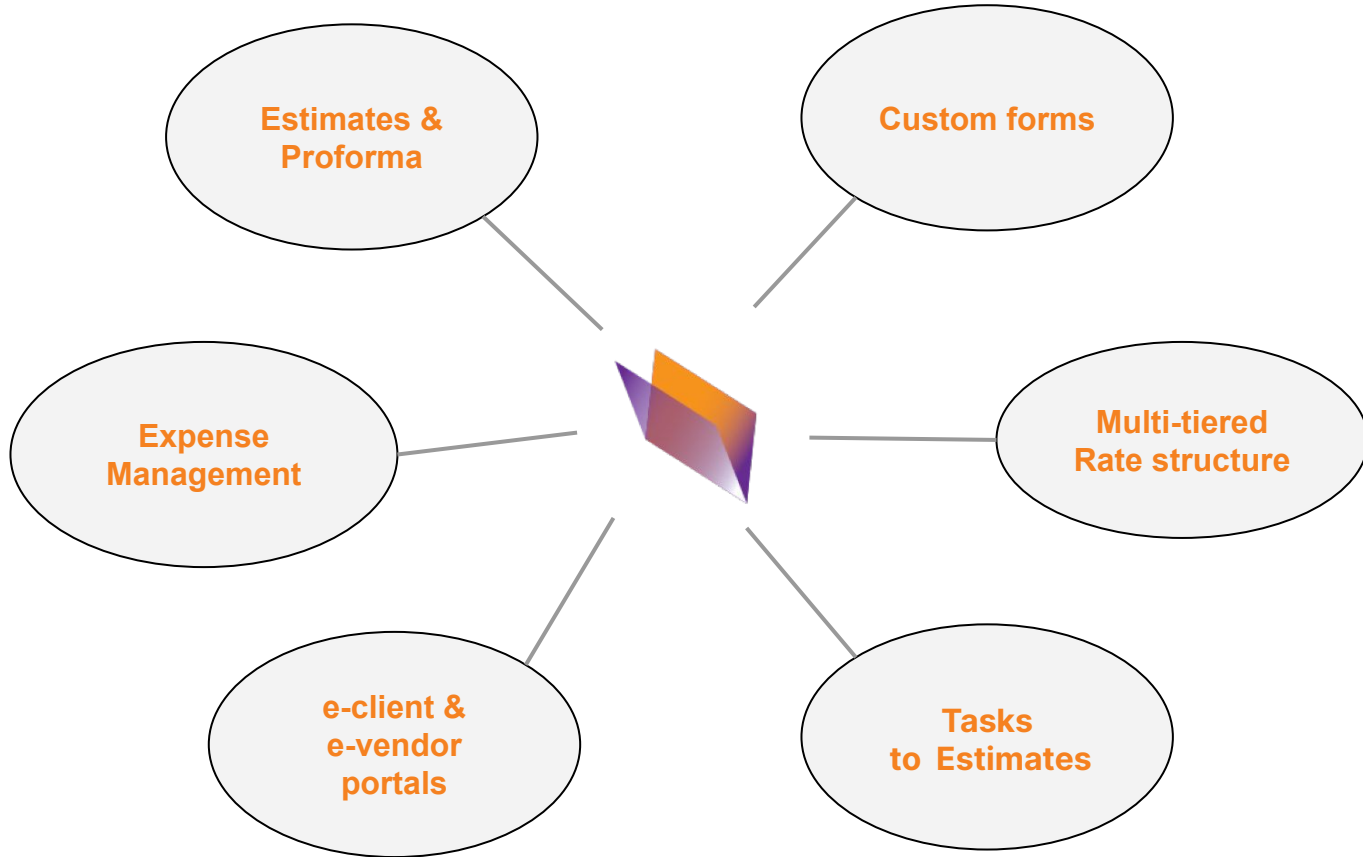


Mobile Application

- Available on iOS and Android.
- View & Manage Tasks.
- File collaboration and sharing.
- On-the-go time entry.
- PTO management.



Additional Features:



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