

SmartSuite

Project & Portfolio Management > Portfolio & Financial Management · Datasheet

Time & Effort Tracking

Track time, measure effort, and gain real-time visibility into project execution, utilization, and performance across teams.

Specification

SKU	PPM-EXE-TIM
Solution area	Project & Portfolio Management
Works with	Resource Management, Project Management, Project Financial Management, Portfolio Management, Strategy & OKR Management
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Time & Effort Tracking is the process of recording how time and work are spent across tasks, projects, and initiatives. It provides visibility into actual execution, enabling organizations to measure performance, manage costs, and optimize resource utilization.

SmartSuite's Time & Effort Tracking software provides a structured, scalable system to capture how time and effort are spent across projects, programs, and operational work. It enables organizations to move from estimated planning to real-time visibility into actual execution.

With a centralized system of record, organizations gain accurate insight into how resources are utilized and where effort is being invested.

Core capabilities

Time Entry & Tracking

Capture time spent on tasks and projects.

Effort Tracking Across Teams

Measure work distribution across roles and teams.

Billable vs Non-Billable Tracking

Differentiate work types for financial analysis.

Real-Time Utilization Insights

Monitor how resources are being used.

Integration with Project Workflows

Link time entries to tasks and projects.

Financial Integration

Connect time data to cost and billing processes.

Reporting & Analytics

Analyze trends and performance across initiatives.

Automation & Notifications

Simplify time tracking and ensure completeness.

Role-Based Access Control

Ensure appropriate visibility and data access.

The Time Tracking Lifecycle

Step 1 Capture Time & Effort Record work across tasks and projects.	Step 2 Link to Workflows Associate entries with projects and initiatives.	Step 3 Analyze Utilization Evaluate how resources are being used.	Step 4 Compare Plan vs Actual Identify gaps between estimates and execution.	Step 5 Optimize Performance Improve efficiency and resource allocation.
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Who it is for

Project Manager Tracks effort and monitors performance.	Resource Manager Analyzes utilization and workload.	Finance Leader Tracks costs and billing.
Employee / Team Member Record time and effort.	Operations Leader Optimizes performance and efficiency.	Executive Leadership Monitors productivity and outcomes.

Works with

Resource Management Tracks utilization and capacity.	Project Management Links time to tasks and milestones.
Project Financial Management Calculates costs and supports billing.	Portfolio Management Provides insight into investment efficiency.
Strategy & OKR Management Aligns effort with business goals.	

Built differently. Time & Effort Tracking runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Time & Effort Tracking configured for your organization, or read the full product entry at smartsuite.com/products/time-effort-tracking.

Schedule a demo