

# Remote Team Workload Monitor

An excel based solution, which is macro free, to enable you to keep on top of your remote team and their workload. If this sounds like what you need, take a look at the details below.

**Keep a list of tasks for all staff members**

**Send each staff their own task list for the week (period)**

**Collect all the staff task lists at the end of the period**

**Easily reconcile what staff have achieved**

**Export all staff times worked compared to workload**

**See how staff are doing compared to your expectations**

**Keep a running report of how much time each staff has done**

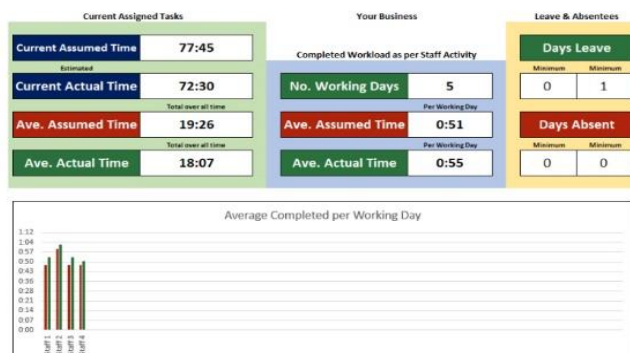
**Compare staff time worked to your estimated time**

**Monitor staff annual leave days and absent days**

**See how much work each staff has on the go**

**And so much more...**

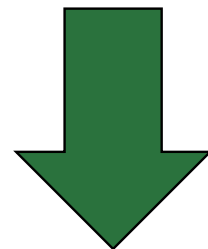
## Task monitor for managing remote teams



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Staff List													
Staff	Active Tasks (Task List Tab)					Archived Tasks			Active Only		Archived Only		Active & Archived
	No. of Tasks	Time Spent	% Complete	Estimated Total Time	Assumed Total Time	No. of Tasks	Time Spent	Assumed Total Time	Actual / Assumed	Actual / Assumed	Actual / Assumed		
Staff 1	2	4:00	20%	20:00	22:00	0	0:00	0:00	90.91%		90.91%		
Staff 2	2	5:00	28%	18:00	20:00	0	0:00	0:00	90.00%		90.00%		
Staff 3	2	4:00	15%	26:30	30:00	0	0:00	0:00	88.33%		88.33%		
Staff 4	2	4:00	16%	25:00	24:00	0	0:00	0:00	104.17%		104.17%		

This spreadsheet started out as an example of how data can be collaborated to make spreadsheets to monitor task lists for remote staff. The idea was to create a central place where the tasks can be listed, then sent out to all the individual staff, and then collected and collaborated to show who has done what. This developed into this product. If this product doesn't quite work for you, get in touch for a bespoke option.

Above here you can see that I simply list the staff. All of the green headers populate automatically as I complete the rest of the spreadsheet.

Task List										
Colour Indicator										
Off										
Alerts										
Due Today										
Overdue										
Task No	Added Date	Task	Staff	Priority	Date Due	Assumed Time	Taken Time	Percentage Complete	Date Complete	
1	01 Sep 2020	Task description 1	Staff 1	High	30 Sep 2020	12:00	2:00	20%		
2	02 Sep 2020	Task description 2	Staff 1	Low	30 Sep 2020	10:00	2:00	20%		
3	03 Sep 2020	Task description 3	Staff 2	High	30 Sep 2020	8:00	4:00	50%		
4	03 Sep 2020	Task description 4	Staff 2	Low	30 Sep 2020	12:00	1:00	10%		
5	05 Sep 2020	Task description 5	Staff 3	High	30 Sep 2020	16:00	2:00	15%		
6	06 Sep 2020	Task description 6	Staff 3	Low	30 Sep 2020	14:00	2:00	15%		
7	07 Sep 2020	Task description 7	Staff 4	High	30 Sep 2020	18:00	3:00	20%		
8	08 Sep 2020	Task description 8	Staff 4	Low	30 Sep 2020	6:00	1:00	10%		

Next you can list the tasks. Each task has a unique number and you can list the task description, the staff name (who is responsible), the priority, due date, and how long you think the task should take (in hours and minutes). This then creates a to-do-list for all the staff, and gives you an idea of how much work is involved. You can then copy and paste each person's tasks onto individual spreadsheets (provided) and sent to each person.

The staff can then complete how much time they spend on each task, as well as how much (as a percentage) of each task they have completed.

## Staff Activity

Positive Change	16
Additions or Changes	0
Negative Changes	0
New Lines by Staff	0
New Line by Manager	0

Task No	Added Date	Task	Staff	Priority	Due	Assumed Time	Taken Time	Percentage Complete
1	01 Sep 2020	Task description 1	Staff 1	High	30 Sep 2020	12:00	4:00	40%
2	02 Sep 2020	Task description 2	Staff 1	Low	30 Sep 2020	10:00	4:00	40%
3	03 Sep 2020	Task description 3	Staff 2	High	30 Sep 2020	8:00	7:00	90%
4	03 Sep 2020	Task description 4	Staff 2	Low	30 Sep 2020	12:00	3:00	30%
5	05 Sep 2020	Task description 5	Staff 3	High	30 Sep 2020	16:00	4:00	30%
6	06 Sep 2020	Task description 6	Staff 3	Low	30 Sep 2020	14:00	4:00	30%
7	07 Sep 2020	Task description 7	Staff 4	High	30 Sep 2020	18:00	6:00	40%
8	08 Sep 2020	Task description 8	Staff 4	Low	30 Sep 2020	6:00	2:00	20%

At the end of the monitored period (we recommend weekly), you can collect all the updated task list from each client, and paste them into another tab of the spreadsheet to compare the situation at the end of the week to that at the start. As you can see, the cells change colour to show what is different and whether it is a positive or negative change. You can then correct items which need be, to then create a new updated task list.

This will eventually replace the task list, but in the meantime it is showing some useful information that can be extracted.

## Staff Activity

Start Date of Period	Start Date of Period	Start Date of Period
Monday, 07 September 2020	Monday, 14 September 2020	
End Date of Period	End Date of Period	End Date of Period
Friday, 11 September 2020		

#	Data	Days				Days				Days				Days				
		1	2	3	4	Worked	Assumed	Leave	Absent	Worked	Assumed	Leave	Absent	Worked	Assumed	Leave	Absent	
	✓	4:00	4:30	1	0	Staff 1	4:00	4:30	1	0								
	✓	5:00	5:30	0	0	Staff 2	5:00	5:15	0	0								
	✓	4:00	4:30	0	0	Staff 3	4:00	4:30	0	0								
	✓	4:00	4:15	0	0	Staff 4	4:00	4:15	0	0								



As we can currently compare the figures from the start and end of the period (week), we can tell how many hours of work each staff has done, as well as how long you expected that work to take. That information can be added to the spreadsheet with a simply copy and paste (values) of some data for that week. This will supply the report page with the required figures. Also, this also helps to monitor annual leave days and absent days which the staff can add to their sheets.

# Staff Task & Activity Report

Monday, 07 September 2020

Friday, 11 September 2020

## Current Assigned Tasks

## Your Business

## Leave & Absentees

<b>Current Assumed Time</b>	<b>77:45</b>
<small>Estimated</small>	
<b>Current Actual Time</b>	<b>72:30</b>
<small>Total over all time</small>	
<b>Ave. Assumed Time</b>	<b>19:26</b>
<small>Total over all time</small>	
<b>Ave. Actual Time</b>	<b>18:07</b>

## Completed Workload as per Staff Activity

<b>No. Working Days</b>	<b>5</b>
<small>Per Working Day</small>	
<b>Ave. Assumed Time</b>	<b>0:51</b>
<small>Per Working Day</small>	
<b>Ave. Actual Time</b>	<b>0:55</b>

## Days Leave

<small>Minimum</small>	<small>Minimum</small>
0	1
<b>Days Absent</b>	
<small>Minimum</small>	<small>Minimum</small>
0	0

This is part of the report. You can see what the current workload is, how much has been done, how much time it took, and how much time you thought that amount of work should have taken. You can also see the average times, so you can see if the general hours taken is over or below what you expected the work to take. This is a good way to not only monitor time that the staff take, but also if you think that is reasonable, as well as what work is being done on what tasks.

Average Completed per Working Day



This is one of the graphs on the report, there are a few others which are similar. Various graphs showing how all of the staff are doing compared to what you think should have been achieved. This updates each time you update a task or do a weekly 'update' of the raw data.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.

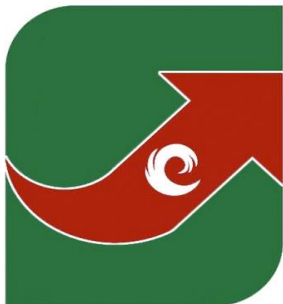


In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

**£200**

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