Support and Help Site – EMDESK

Reporting Staff Resources (Person-months)

At *Implementation > Reporting > Resources* you (on behalf of your project participant) report the person-months spent during the reporting period.

> Note: You report the total amount of actual person-months used by your organisation on the project during the reporting period.

The **person-month (PMs)** are reported to lowest work plan level (tasks) for each defined reporting period. The reported person-months are automatically accumulated to the higher levels: work package, sub-project and project.

By default the intervals for resource recording (reporting periods) is autoset to the same intervals as defined for the Interim Reports, unless otherwise specified. You may define individual intervals at the panel *Resource Reports (Period for Resource Recording)* at *Implementation > Controlling > Report / Review Schedule*.
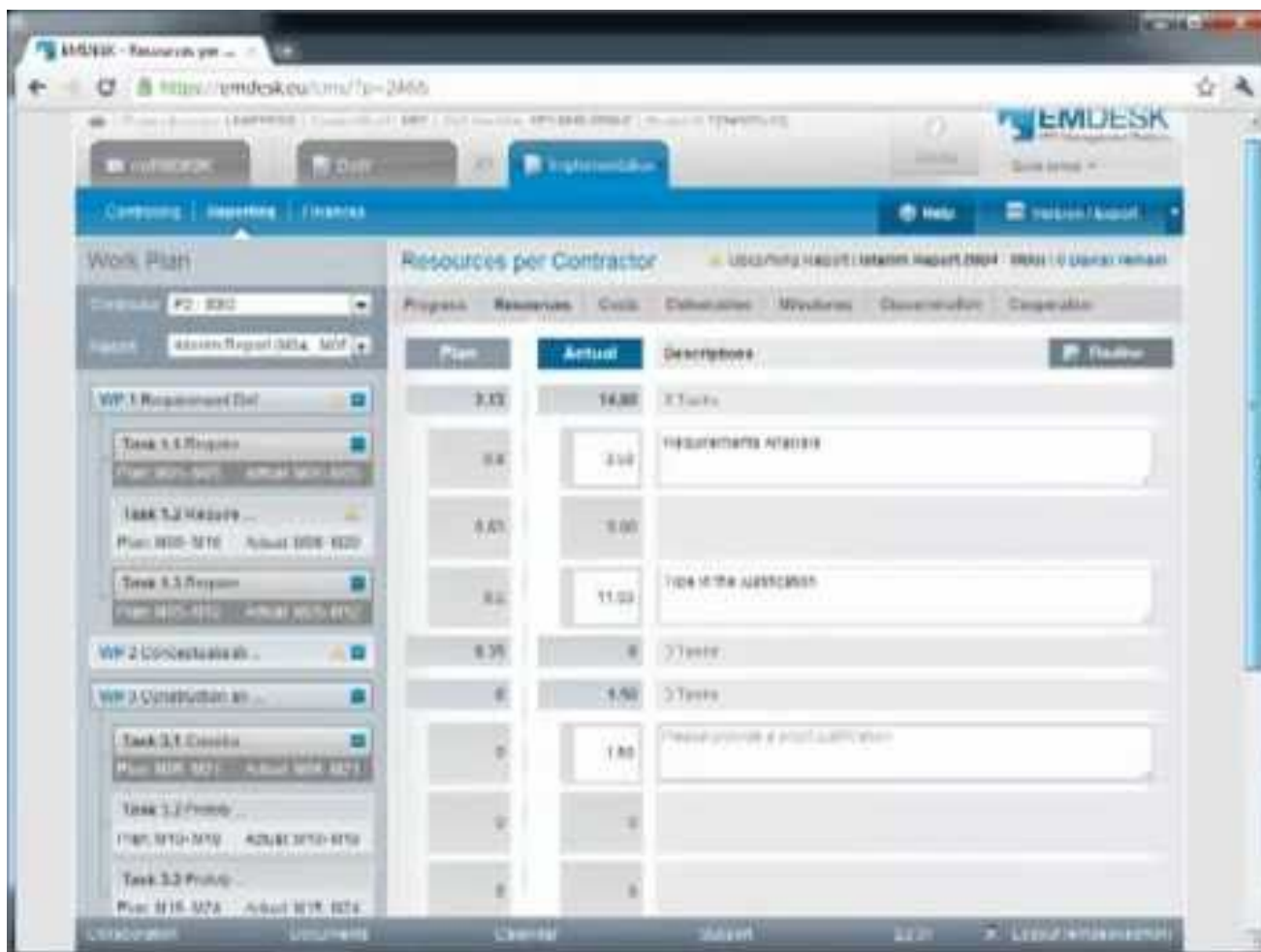
Report actual person-months

1. To report person-month, select the correct reporting period from the drop-down menu *Report* in the left side panel.
   Note: the current reporting periods due is selected by default.
2. Open the WP by clicking on the ➕ button. The sub-level tasks appear.
3. Click the ➕ button at the task to open the input fields.

4. Enter the **total amount of actual person-months used by your organisation on this task during the reporting period** in the *Actual* column.
5. Optionally, enter a justification into *Description* column.
6. Then, click the 🖫 button.

User with *Coordinator Rights* can record person-months on behalf of other *Contractors* by switching between *Contractors* with the drop-down menu *Contractor* in the top left.

EMDESK Resource Reporting Tutorial – How to report person month

Watch this video on YouTube

Why am I not able to report person-months on some tasks? There is no ➕ button.

The task must run in the selected reporting period. You cannot record person-months on tasks, which are not running along the selected reporting period. For example, you cannot report on a task with has an actual start M25 and end M30 in a reporting period M31-M36.

To record person-months on this task, confirm that the task is running throughout the selected reporting period. Then you need to change the actual start and end of the task at ***Implementation > Reporting > Progress > WPX > Task X.X*** by updating the fields ***Actual Start*** and ***End*** to cover the selected reporting period.

Reporting at the work package level instead of task level

To report person-months at work package level, click the 🖉 at the right edge of a work package. Enter the amount of resources spent in person months for the work package in the *Actual* column. Then, click the 🖫 button.

> Note: The amount of person-months at work package level is auto-distributed linearly to sub-level tasks (with consideration of the task actual run-time).

Finalise resource reporting period

You have completed the reporting of resources for the reporting period? Optionally, you may now finalise the reporting period by clicking the [Finalise] button in the top right. The reporting period will be locked and no further editing is available.

To withdraw the finalisation, click the [Unfinalise] button (Coordinator only). Users with *Contractor Right* must contact the Coordinator in order to unfinalise the forms.