

# Sample practice management reports

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Report	Purpose
Actual vs Estimated Time	Compare the estimated time against the actual time it took to perform a service so you can update expected resource needed on jobs
Average Actual Time	Calculate the average of the actual time it took to perform a service over the course of many instances and use this to improve your resource planning on the next engagement
Days to Completion	Measure the number of days it takes to complete a task from the day it was first assigned to start...until it is completed
Time Cost by Service	Use a burdened labor rate per staff multiplied by the hours posted on services performed by staff in order to measure the profitability per service.
Time Cost by Project	A list of open projects with the cost, profit and margin for a specified time period
Completed Work by Staff	All work assignments completed by each staff in a specified time period

