

Appendix 1

Example Productivity Report

	FT Working Hours Recorded Per Month	Chargeable Time recorded Per Month	Productive Time as %
Employee Name	139	123	88
Employee Name	85	48	56
Employee Name	93	85	91
Employee Name	114	110	96
Employee Name	105	93	89
Employee Name	112	97	87
Employee Name	82	63	77
Employee Name	132	106	80
Employee Name	136	114	84
Employee Name	133	124	93
Employee Name	131	97	74
Employee Name	97	77	79
Employee Name	134	104	78
Employee Name	105	96	91
Employee Name	85	74	87
Employee Name	140	111	79

Average Productivity 83.19