

Utilisation & Timesheet Policy

Consulting & Professional Services

Document type: Policy · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a utilisation and timesheet policy to track time and protect margin — what to log (billable vs non-billable), utilisation targets by role, a submission-approval-review process, and why it matters for margin and pricing. Fill in your details below.

Purpose of this tool & output

Track time and protect margin

How the output is used

Adopt a utilisation and timesheet policy to track time and protect margin across the team.

Who receives it

Approved by the firm; applies to all consultants and associates who log time.

Important cautions

AI-generated policy; adapt to your firm.

Companion documents

- Consulting Hiring Kit
- Consultant Onboarding Program
- Competency & Career Framework
- Performance Review Kit
- Team Training & L&D Plan
- Incentive & Compensation Designer

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.