Time concerning two matters — the three ways of doing it

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Fictional document

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> **Fictional document**, produced for the demonstration. The organisation, the files, the people and the figures are invented. **None of the ways of doing it was applied before the client chose.**

The allocation rule carries **one matter per line**. It does not say what becomes of time concerning two matters: that is the point that had not yet been defined.

The ways of doing it, put to the client

Way of doing it	What it brings	What it costs	Outcome
Allocate it to the first matter named	The line clears in one click	The second matter carries one hour less than reality	Set aside

Way of doing it	What it brings	What it costs	Outcome
Split the hour in two	Both matters are served	A split figure looks like an accurate one	Set aside
« Shared time » line, both matters named, split proposed	**The person who spent the hour is the one who splits it**	One more line to review	**Recommended, then approved**

How often the case arises

Period	Entries carrying two matters	Of which matters billed on time spent
Past month	**74**	**23**
Of which the last week	19	6

The figure is what turns a one-off decision into a rule: **23 entries on matters billed on time spent** are worth an entry in the allocation rule, and the manager decides it knowing the volume.

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