WHAT DOES A 60-SECOND WORKFLOW WALKTHROUGH LOOK LIKE?

60 SECONDS • 6 STEPS

A reusable framework for explaining your staffing back-office process.

1	2	3	4	5	6

0–10 sec

TIMESHEETS

Consultants submit hours by web or mobile. Name, project, hours, and timestamp are recorded.

10–20 sec

APPROVAL

A team lead reviews hours. Anything unclear is sent back for clarification before approval.

20–30 sec

INVOICING

Approved hours become invoice lines: consultant, project, hours, rate, and total

30–40 sec

RECONCILIATION

Hours and rates are checked against approvals. C2C sub-vendor invoices are matched to the same hours

40–50 sec

PO TRACKING

PO usage is monitored, with a flag at 80% of the limit

50–60 sec

RECORDS

Timesheets, approvals, and invoices stay together with timestamps—older records are easy to retrieve

ONE MINUTE. SIX STEPS. Adapt the timing and details to match your own process.

Example framework—not a requirement. Use only steps and controls that reflect your actual workflow.