

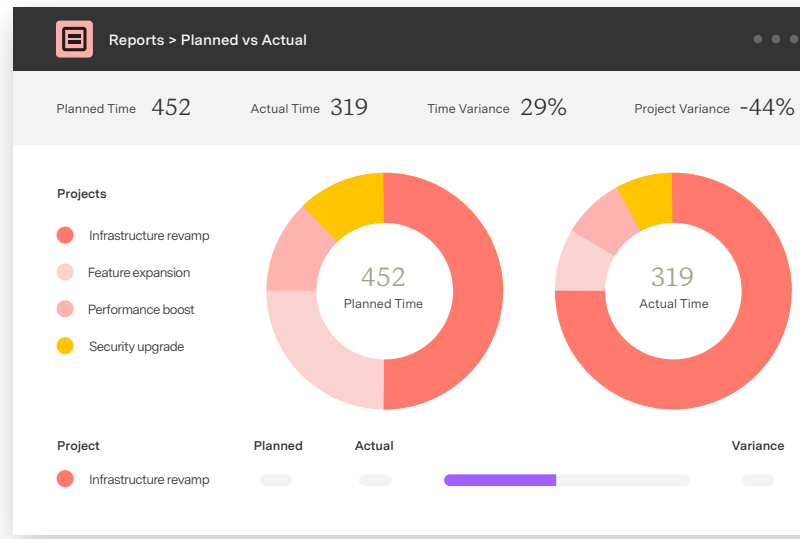
Creating the perfect *planned vs actual* report in Jira

Even great plans can fail. But when the project goes off-course, nobody wants to be taken completely by surprise. With the *planned vs actual report*, you're able to see exactly how a project is progressing compared to the way it was planned out – identifying issues with budget and time constraints before they become serious.

Here's how to create the perfect *planned vs actual* report using Timesheets and Capacity Planner*:

- Establish your baseline budget and timelines for the work being reviewed
- Validate project records for current time logged and expenses incurred
- Make sure you have permission to view worklogs and plans for any teams you're reporting on**
- Start by selecting "Planned vs Actual" in the reports overview
- Apply any filters you'd like to drill down into the data – for example, filter by team
- Group the data so you can compare by user, epic, role, account, or project
- Click "Create"
- Next, adjust the data range. The default is to show data for the current time period

*Note: You'll need to have Capacity Planner v.7.15 or later, and Timesheets v10.15 or later installed. Make sure you also set up [Tempo Teams](#).



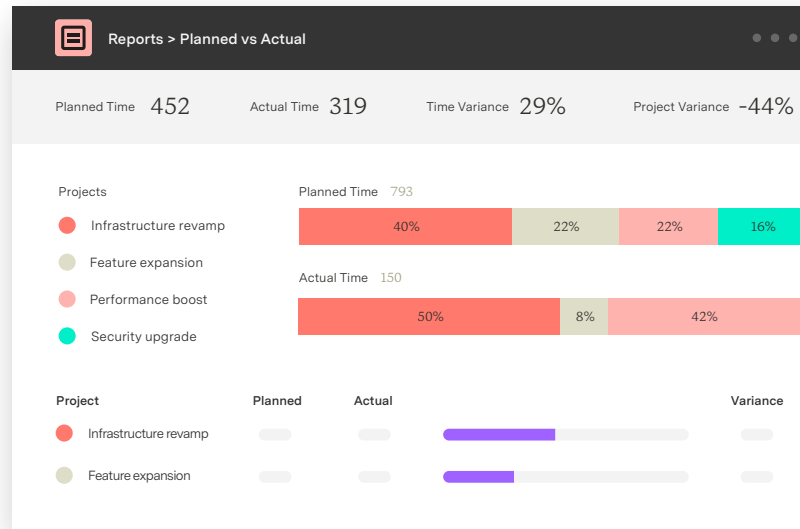
- Grouping by **role** or **user** helps see how each type of contributor to the project is being utilized
- Grouping by **epic** or **project** gives an overview of how they're tracking against expectations.
- Grouping by **account** helps identify which accounts are running most effectively, which can deliver insights that help other accounts perform better.
- **Planned time** is the total time planned for the selected date range.
- **Actual time** is the total time that has been logged for the selected date range.
- **Time variance** is the percent variance between the total planned and actual hours. Negative numbers indicate that more time has been logged than the plan anticipated, which is where overruns and delays can be spotted.
- **Group variance** is the average percent variance of the values in the table.

**Note: If you have permission to view all worklogs in projects that aren't linked to your team, any logged time for those projects will be included in the report.

You can view planned time and actual time as a percentage, or hover over the graph to see the total for each item.

Toggle between a *donut* or *bar chart*, then save the report so you can revisit or update it.

Use the insights from your *planned vs actual* report to develop recommendations. Prioritize them by urgency and share with project stakeholders. When corrective actions are taken, you'll be ready to regularly run the report and make sure your projects stay on course.



[Book a demo](#) to learn more about what Timesheets and Capacity Planner can do for your business.

Start a free trial of Timesheets

Start a free trial of Capacity Planner

Learn more at tempo.io