

The Professional Services Timesheet & Billable Leakage Audit Checklist



A 5-Minute Risk & Revenue Diagnostic for Operations Leaders

How to use this scorecard: Rate your firm's current time-tracking setup across these 10 operational areas. Give yourself 1 point for every statement that is fully true for your organisation. Sum your score at the end to evaluate your firm's operational exposure.

Part 1: Security, Access & Data Protection

1. Granular Access Controls

[] Statement: Staff and external contractors can only view client names, cost codes, and projects directly assigned to their active work never firm-wide billing rates or client lists.

Score: ____ / 1

2. Immutable Audit Trails

[] Statement: Any edit, deletion, or adjustment made to a timesheet after managerial approval automatically generates an unerasable audit log with a timestamp and user ID.

Score: ____ / 1

3. Data Loss Prevention & Export Security

[] Statement: Bulk exports (e.g., downloading full timesheet histories to CSV/Excel) are restricted strictly to authorised finance leaders and generate an alert when triggered.

Score: ____ / 1

4. Rapid Contractor Offboarding

[] Statement: When a contractor or staff member leaves, their access to all timesheet boards and historical client logs is revoked instantly across all workspaces (via SSO or centralised management).

Score: ____ / 1

5. Client RFP & Audit Preparedness

[] Statement: If a major enterprise client requested proof of how you restrict access to their confidential billing notes and project logs tomorrow, you could provide a clear compliance record.

Score: ____ / 1

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Part 2: Revenue Protection & Commercial Governance

6. Out-of-Scope Work Capture

☐ Statement: Your team has clear, designated time-tracking codes to capture out-of-scope work, scope creep, and unexpected client troubleshooting as it happens.

Score: ___ / 1

7. Invoice Dispute Safeguards

☐ Statement: If a client challenges an invoice from 90 days ago, you can immediately produce detailed, time-stamped evidence of who completed, reviewed, and approved every billable hour.

Score: ___ / 1

8. Real-Time Fixed-Fee Margin Tracking

☐ Statement: Project managers can monitor hours consumed on fixed-fee engagements in real time, catching budget burn before the margin disappears.

Score: ___ / 1

9. Manager Approval Workflows

☐ Statement: All timesheets go through a multi-stage review process where project managers explicitly verify hours before they flow to finance or payroll.

Score: ___ / 1

10. Non-Invasive Productivity Logging

☐ Statement: Time is captured accurately without resorting to invasive surveillance software (like keystroke loggers or screen recorders) that destroys employee trust and violates privacy.

Score: ___ / 1

Your Score & Risk Assessment



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Calculate your total score **(out of 10 points)**:

8 – 10 Points: Secure & Well-Governed

Low Risk. Your firm treats time data as a core commercial asset. You have strong safeguards against billable leakage, unapproved edits, and data protection vulnerabilities.

5 – 7 Points: Operational Blindspots Identified

Moderate Risk. You likely have margin leakage or access control gaps. Unrestricted CSV exports, delayed offboarding, or uncaptured out-of-scope work are quietly eating into your profitability.

0 – 4 Points: High Exposure & Revenue Leakage

Critical Risk. Your time data is un-hedged. You are highly vulnerable to invoice disputes, data protection breaches, and un-billed scope creep. Moving away from manual or generalist task tools to dedicated enterprise timesheet software should be an immediate priority.

Score 7 or below on the checklist?

- Upgrade from spreadsheets and generic task apps to a secure, dedicated timesheet platform built for professional services firms. Scan our
- QR code and book a demo today.

