

Work-in-Progress Execution

- *Display Sections for task (lists)*
- *Identification Tasks to Start*
- *Updating Task Progress*
- *Understanding Project Statistics*

A-dato

High Performance Delivered

2

Display locations of tasks

Display Locations for Task (lists)

3

A. Desktop Window: Active Tasks

- ▣ Project Manager
- ▣ Task Manager
- ▣ Space Owner(s)
- ▣ Any other user “**invited**” and granted Read only or Read-Write access to a project

B. Desktop Window: MyActivities Tab

- ▣ B1: Resource
- ▣ B2: Team Manager
- ▣ B3: Task Manager

C. Project Window of the project / Task Properties / Resource Requirements

- ▣ Project Manager
- ▣ Task Manager
- ▣ Any other user “**invited**” and granted Read only or Read-Write access

A: Active Task Tab

Search Status: Released

Filter: Show all Not started **Released**

Ref.	Description	Country	PI	Status	Start	End	Expected finish	CCPM	Performance
D2	D2 Product Development		AV	Released	Thu 16 Apr	Fri 11 Sep	Wed 16 Sep	clc/cc: 11,5d/83d pbp/pb: 15,5d/42d	14% 37%
D1	D1 Product Development		AV	Released	Thu 16 Apr	Wed 8 Jul	Tue 7 Jul	clc/cc: 14d/53d pbp/pb: 10d/27d	26% 37%

Default Filter is always by “Project” at the first level. A PM only sees his projects. A TM sees the projects in which he has the role task manager.

Project D1 and D2 are “Released”

All tasks for Projects D1 and D1

enter your search text

Status filter:

- Show all
- Show active tasks
- Show started tasks

Role filter:

- Show all roles
- Project manager
- Task manager
- Restore default view

ID	Description	TM	Priority	RTS	Resources
6	@Approve design D2 Product Development		Red	Started	Mike Dempsey [1,5 days, started]
19	Prototype Review D2 Product Development	RP	Red	Started	Mike Dempsey [1 day, started]
10	Create testset D2 Product Development		Yellow	Started	Steve Horner [9 days, started]
4	@Get Sign-off D1 Product Development		Yellow	Yes	Project Manager [4 days, not started] Designer [4 days, not started]
5	Sourcing Materials D1 Product Development		Yellow	Yes	Supplier [4 days, not started]
28	Prepare Manual D2 Product Development	RP	Green	Yes	System Tester [10 days, not started] Trainer [10 days, not started]
8	Receive Materials D2 Product Development		Green	Yes	Supplier [6 days, not started]
7	@Build stream 1 - part 1 D2 Product Development	RP	Red	No	Product Engineer [11 days, not started]
27	Design stream 2 D2 Product Development	RP	Red	No	Designer [8 days, not started]

Display of tasks is determined by role.

B1: My Activities (role: Resource)

5

The screenshot shows a software interface with a menu bar (File, Edit, Window, Help) and a tabbed interface. The 'My activities' tab is selected. Below the tabs is a search bar and a 'Cards >>' button. The main area displays a table of activities. A yellow callout box highlights the table as the 'Activity List for the Resource "Mike Dempsey" (Designer)'. To the right, the 'Task details' panel shows information for ID 6, including description, project, manager, and scheduled dates. Below this, a 'Resourcing' section shows details for 'Mike Dempsey', including role, skill, resource name, status (Started), and expected completion time.

ID	Description	Start date	TM	Priority	RTS	Resources
6	@Approve design D2 Product Development	Mon 20 Apr 9:00 [w17]			Started	Mike Dempsey [1,5 days, started]
19	Prototype Review D2 Product Development	Tue 21 Apr 13:00 [w17]	RP		Started	Mike Dempsey [1 day, started]
4	@Get Sign-off D1 Product Development	Thu 16 Apr 9:00 [w16]			Yes	Project Manager [4 days, not started] Designer [4 days, not started]

Task details

ID 6
Description Approve design
Project D2 Product Development
Project manager Ad Vermeulen, A-Dato
Scheduled dates Mon 20 Apr 9:00 - Tue 21 Apr 13:00
Task manager

Resourcing | Notes | Working hours | Workpackage | Predecessors | Successors(1)

Mike Dempsey

Your role Resource Mike Dempsey
Skill Designer
Resource(s) Mike Dempsey
Status Started
Etc 1,5 days/12h
Please enter the 'expected time to complete' for this task
Expected completion Tomorrow 13:00 at 100%
Scheduled duration 2 days (16h)

Activity List for the Resource "Mike Dempsey" (Designer)

B2: My Activities (role: Team-manager)

6

The screenshot shows a software interface with a menu bar (File, Edit, Window, Help) and a toolbar (My activities, Messages (0), Project portfolio, Active tasks, Calendar, Configure). Below the toolbar is a search bar and a 'Cards >>' button. The main area is divided into two panes. The left pane shows a table of tasks:

ID	Description	Start date	TM	Priority	RTS	Resources
10	Create testset D2 Product Development	Tue 19 May 13:00 [w21]		●	Started	Steve Horner [9 days, started]
28	Prepare Manual D2 Product Development	Thu 30 Apr 13:00 [w18]	RP	●	Yes	System Tester [10 days, not started] Trainer [10 days, not started]

The right pane shows 'Task details' for ID 10. It includes fields for Description, Project, Project manager, and Scheduled dates. Below this are tabs for Resourcing, Notes, Working hours, Workpackage, Predecessors, and Successors(1). The 'Resourcing' tab is active, showing 'Steve Horner' as the resource. A red dashed box highlights the text 'Your role: Manager for skill 'System Tester''.

Sven Cramer is the team-manager for the System Test Skill

The Team Manager for the "skill" tester sees **all** tasks for his System Testers.

B3: Role Task Manager

7

Robin Porter, A-dato - [Desktop]

File Edit Window Help

My activities Messages (0) Project portfolio Active tasks Calendar Configure

Show design packages enter your search text Cards >>

ID	Description	Start date	TM	Priority	RTS	Resources
19	Prototype Review D2 Product Development	Tue 21 Apr 13:00 [w17]	RP	●	Started	Mike Dempsey [1 day, started]
28	Prepare Manual D2 Product Development	Thu 30 Apr 13:00 [w18]	RP	●	Yes	System Tester [10 days, not started] Trainer [10 days, not started]

Task details

ID 19
Description Prototype Review
Project D2 Product Development
Project manager Ad Vermeulen, A-Dato
Scheduled dates Tue 21 Apr 13:00 - Wed 22 Apr 13:00
Task manager Robin Porter, A-dato

Resourcing Notes Working hours Workpackage Predecessors Successors(1)

Mike Dempsey

Your role Task manager
Skill Designer
Resource(s) Mike Dempsey
Status Started
Ettc 1 day/8h
Please enter the 'expected time to complete' for this task
Expected completion Mon 20 Apr 17:00 at 100%
Scheduled duration 4 days (32h)

Robin Porter has the role of task manager for task 19 and task 28.

C. Project Window of the Project Task Properties – Resource Requirements

The screenshot displays a project management application window titled "Trainer A-dato, A-dato - [D1 Product Development]". The main area shows a Gantt chart with tasks from July to October 2014. A red dashed box highlights task "3. Review" in the task list on the left. Below the Gantt chart, the "Task properties" window is open, with the "Resource requirements" tab selected. A red dashed box highlights the resource requirement table in this tab. A yellow box at the bottom of the screenshot contains the text "Task Properties for task '3. Review'".

ID	Name	Buffers
1	Product Concept & Definition	
2	Prototyping	32% n/a
3	Review	32% n/a
4	Get Sign-off	32% n/a
5	Sourcing Materials	25% 0%
6	Feeding buffer	n/a 0%
7	Firmware Design	32% n/a
8	Hardware Design	32% n/a
9	Development Firmware	32% n/a
10	Development Hardware	21% 0%
11	Feeding buffer	n/a 0%
12	Installation	32% n/a

Resource/Skill	Estimated time	Units	Status	Estimated time to complete	Total booked
S: Project Manager [*Jack Morgan:32h]	4 days	100%	Not started		

Task Properties for task "3. Review".

Role Assignment

Task Manager Role and Team Manager role

Inviting a Task-Manager in a project

10

The screenshot shows the A-dato software interface. The main window displays a project Gantt chart for 'Ad Vermeulen, A-Dato - [D3 Product development]'. The Gantt chart shows tasks from August 2014 to September 2014, with resources assigned to various tasks. A red dashed box highlights the 'Skills/Resources/Task managers' tab in the top right corner, and another red dashed box highlights the 'Invite' button in the same tab. A red callout box with white text says: 'Select "Read Only" ! (this is the default value)'. The 'Invite' dialog box is open, showing the 'Share a project with a colleague' section with 'Grant user read only access' selected. The 'Invite existing user' dropdown menu is open, showing a list of users including 'Ad Vermeulen, A-Dato', 'A-dato Demo, A-dato.com', 'Kees Vermeulen', 'Mike Dempsey, A-dato', 'Sven Cramer, A-dato', and 'Trainer A-dato, A-dato'. The 'Task properties' panel at the bottom shows the 'General' tab with fields for Name, Comment, Duration (13 days), Priority (500), Tasktype (Project buffer), and Task manager (730073).

Assigning a Task-Manager

One or more task managers can be assigned to a task

11

Drag & Drop the Task Manager to the selected task(s)

Select 1 or more tasks (with CTRL-key or SHIFT-key)

At this location you can clear or change the TM for a task

ID	Name	Buffers	Size	Duration	Task Manager(s)
1	Product Concept & Definition				Marketing, Mike Dempsey
2	Prototyping				Mike Dempsey
3	Review				Steve Horner
4	Get Sign-off	37% n/a		[4 days]	Project Manager, Designer
5	Sourcing Materials	30% 0%		[4 days]	Supplier
6	Feeding buffer	n/a 0%		2 days	
7	Firmware Design	37% n/a		[8 days]	Mike Dempsey
8	Hardware Design	37% n/a		[6 days]	Mike Dempsey
9	Development Firmware	37% n/a		[4 days]	Product Engineer
10	Development Hardware	24% 0%		[7 days]	System Engineer
11	Feeding buffer	n/a 0%		3,5 days	

Skills/Resources/Task managers

Skills | Resources | Task managers

Invite

- A-dato Demo, A-dato.com
- Mike Dempsey, A-dato
- Robin Porter, A-dato
- Sven Cramer, A-dato

Task properties

General | Staging | Constraint | Progress | Resource requirements | Dependencies | Visual | Tracking | Workpackage

Name: Firmware Design

Duration: [8 days]

Priority: 500

Tasktype: Normal

Task manager(s): Robin Porter, A-dato; A-dato Demo, A-dato.com

My Activities for Task Manager “Robin Porter”

12

The screenshot shows the Lynx Task Manager interface. At the top, there's a menu bar with 'File', 'Edit', 'Window', and 'Help'. Below it, a navigation bar includes 'My activities', 'Messages (0)', 'Project portfolio', 'Active tasks', 'Calendar', and 'Configure'. The main area is split into two panes. The left pane, titled 'Selected task', contains a table of tasks. The right pane, titled 'Task details', shows information for the selected task (ID 3).

ID	Description	Start date	TM	Priority	RTS	Resources
3	@Review D1 Product Development	Tomorrow 9:00 [w11]	MD RP	High	Started	System Tester [3 days, started]
19	Prototype Review D2 Product Development	Fri 20 Mar 9:00 [w12]	RP	Low	Yes	Designer [4 days, not started] Marketing [4 days, not started]

Task details (ID 3):
Description: Review
Project: D1 Product Development
Project manager: Steve Horner, A-dato
Scheduled dates: Tomorrow 9:00 - Wed 11 Mar 17:00
Task manager: Mike Dempsey, A-dato
Robin Porter, A-dato

System Tester details:
Your role: Task manager
Resource: Steve Horner
Scheduled duration: 4 days (32h)
Status: Started
Etc: 3 days/24h
Expected completion: Wed 11 Mar 17:00 at 100%

Section for updating task progress for the selected task.

Project Name

Integration with Resource Management.
LYNX will display the name of the resource assigned to the task.
In this case Steve Horner is assigned to the review task in his role as System Tester.

Displays a list of activities (tasks) assigned to you

08 March 2015 12:06:11

Assigning a Team Manager

The screenshot shows a software application window titled "Ad Vermeulen, A-Dato - [Desktop]". The interface includes a menu bar (File, Edit, Window, Help) and a toolbar with icons for Save all, Print, Open, and Properties. A yellow callout box with the text "Select the 'Skill' table." points to the "Skills" table in the left sidebar. The "Skills" table lists various roles, with "Tester" highlighted by a red dashed box. A red arrow points from this box to the "Tester" entry in a list within the "Team managers" tab. The "Team managers" tab is also highlighted by a red dashed box. A red dashed box around the "Invite others" button in the "Team managers" tab points to an "Invite" dialog box. The "Invite" dialog box has a title bar and contains the text "Invite users to share data with you" and "Invite user to be a team manager for skill 'Tester'". It features a text input field with the email address "training@a-dato.net" and "Invite" and "Cancel" buttons. At the bottom of the main application window, "OK" and "Cancel" buttons are visible.

Ad Vermeulen, A-Dato - [Desktop]

File Edit Window Help

Save all Print Open Properties

Select the "Skill" table.

Search Status: Released

Skills

My activities Messages (0)

Personal

My profile

Description

Designer

Marketing

Product Engineer

Project Manager

Software Developer

Software Engineer

Supplier A

SW Team

SW Team with Velocity

System Engineer

Tester

Trainer

Voltmeter

enter your search text

General Scheduling Properties Team managers Resources

Select users to be team managers for a skill

Team managers will see all tasks assigned to their team members on the Progress list

Invite others

Invite

Invite users to share data with you

Invite user to be a team manager for skill 'Tester'

Invite new user training@a-dato.net

Ad Vermeulen

A-dato Demo

Kees Vermeulen

Mike Dempsey

Sven Cramer

Trainer A-dato

Invite Cancel

OK Cancel

Identification “Tasks to Start”

By date and by priority

Task Selection – Which tasks to start first?

In sequence of priority! – Grouped by RTS (Ready to Start)

The screenshot shows a project management application window. The main area displays a table of tasks, sorted by priority and grouped by their Ready to Start (RTS) status. The right-hand pane provides a detailed view of the selected task (ID 6).

ID	Description	Start date	TM	Priority	RTS	Resources
6	@Approve design D2 Product Development	Today 9:00 [w17]		High	Started	Mike Dempsey [1,5 days, started]
19	Prototype Review D2 Product Development	Tomorrow 13:00 [w17]	RP	High	Started	Mike Dempsey [1 day, started]
4	@Get Sign-off D1 Product Development	Today 9:00 [w17]		Medium	Yes	Project Manager [4 days, not started] Designer [4 days, not started]
8	@Hardware Design D1 Product Development	Tue 28 Apr 9:00 [w18]		Medium	No	Mike Dempsey [6 days, not started]
7	@Firmware Design D1 Product Development	Wed 6 May 9:00 [w19]	RP AD	Medium	No	Mike Dempsey [8 days, not started]
9	@Development Firmware D1 Product Development	Mon 18 May 9:00 [w21]		Medium	No	Product Engineer [4 days, not started]
7	@Build stream 1 - part 1 D2 Product Development	Tomorrow 13:00 [w17]	RP	High	No	Product Engineer [11 days, not started]
27	Design stream 2 D2 Product Development	Fri 24 Apr 13:00 [w17]	RP	High	No	Designer [8 days, not started]
22	@Build stream 2 D2 Product Development	Fri 8 May 13:00 [w19]		High	No	Product Engineer [10 days, not started]
9	@Build stream 1 - part 2 D2 Product Development	Fri 22 May 13:00 [w21]		High	No	Product Engineer [10 days, not started]
35	@Resolve issues D2 Product Development	Mon 27 Jul 13:00 [w31]		High	No	System Engineer [4 days, not started] Product Engineer [4 days, not started] System Tester [4 days, not started]

Task details

ID 6
Description Approve design
Project D2 Product Development
Project manager Ad Vermeulen, A-Dato
Scheduled dates Today 9:00 - Tomorrow 13:00
Task manager

Resourcing | Notes | Working hours | Workpackage | Predecessors | Successors(1)

Mike Dempsey

Your role Resource Mike Dempsey
Skill Designer
Resource(s) Mike Dempsey
Status Started
Etc 1,5 days/12h
Please enter the 'expected time to complete' for this task
Expected completion Tomorrow 13:00 at 100%
Scheduled duration 2 days (16h)

Updating Task Progress

Updating Remaining Time on Task

Estimated time to complete (ETTC)

17

- ❑ Updating progress by resources or team manager via My Activities (Active Tasks)
 - ❑ Updating progress of tasks by task managers → My Activities
 - ❑ Updating progress of tasks by resources → My Activities
 - Pre-Conditions:
 - Projects have status “Released”
 - ❑ Updating progress of tasks by team managers → My Activities

- ❑ Typically by done by the Project Manager or Task Manager on behalf of the resources:
 - ❑ Updating progress for 1 or more tasks at the same time → via the progress tab
 - Pre-Conditions:
 - Projects have status “Released”
 - ❑ Task by Task update of progress → in the project

Update Task Progress Estimated Time to Complete

My Activities or Active Tasks

The screenshot shows the 'My Activities or Active Tasks' window. On the left is a table of tasks, and on the right is a detailed view of a selected task.

ID	Description	Start date	TM	Priority	RTS	Resources
6	@Approve design D2 Product Development	Today 9:00 [w17]			Started	Mike Dempsey [1,5 days, started]
19	Prototype Review D2 Product Development	Tomorrow 13:00 [w17]	RP		Started	Mike Dempsey [1 day, started]
4	@Get Sign-off D1 Product Development	Today 9:00 [w17]			Yes	Project Manager [4 days, not started] Designer [4 days, not started]
8	@Hardware Design D1 Product Development	Tue 28 Apr 9:00 [w18]			No	Mike Dempsey [6 days, not started]
7	@Firmware Design D1 Product Development	Wed 6 May 9:00 [w19]	RP AD		No	Mike Dempsey [8 days, not started]
9	@Development Firmware D1 Product Development	Mon 18 May 9:00 [w21]			No	Product Engineer [4 days, not started]
7	@Build stream 1 - part 1 D2 Product Development	Tomorrow 13:00 [w17]	RP		No	Product Engineer [11 days, not started]
27	Design stream 2 D2 Product Development	Fri 24 Apr 13:00 [w17]	RP		No	Designer [8 days, not started]
22	@Build stream 2 D2 Product Development	Fri 8 May 13:00 [w19]			No	Product Engineer [10 days, not started]
9	@Build stream 1 - part 2 D2 Product Development	Fri 22 May 13:00 [w21]			No	Product Engineer [10 days, not started]
35	@Resolve issues D2 Product Development	Mon 27 Jul 13:00 [w31]			No	System Engineer [4 days, not started] Product Engineer [4 days, not started] System Tester [4 days, not started]

Task details

ID 6
Description Approve design
Project D2 Product Development
Project manager Ad Vermeulen, A-Dato
Scheduled dates Today 9:00 - Tomorrow 13:00
Task manager

Resourcing | Notes | Working hours | Workpackage | Predecessors | Successors(1)

Mike Dempsey

Your role: Resource Mike Dempsey
Skill Designer
Resource(s) Mike Dempsey
Status Started
Etc: 1,5 days/12h
Please enter the 'expected time to complete' for this task
Expected completion Tomorrow 13:00 at 100%
Scheduled duration 2 days (16h)

Project Window

Task by Task

The screenshot shows the 'Project Window' with a Gantt chart and task details. The Gantt chart displays tasks and their durations across a timeline from January 13, 2014, to January 27, 2014.

ID	Name	Duration	LF	Status	Constraint
1	Coördinatie	10 days	2	Not started	As soon as possible
2	Taak 1	[4 days]	6	Not started	As soon as possible
3	Taak 2	[4 days]	4	Not started	As soon as possible
4	Taak 3	[4 days]	4	Not started	As soon as possible

Task properties

General | Constraint | Progress | Resource requirements | Dependencies | Notes | Comments | Visual | Tracking

Requirements (edit)

Resource/Skill	Estimated work	Units	Status	Estimated time to complete	Visible on My activities page
S: Ontwerper water [*Menno Ettema:32h]	4 days	100%	Not started		<input checked="" type="checkbox"/>

Co-Workers Include Ignore

Update progress of tasks by Resources or Team Manager – My Activities

A. My Activities – updating progress

19

The screenshot shows the A-dato software interface. At the top, there's a menu bar with 'File', 'Edit', 'Window', and 'Help'. Below it, a navigation bar includes 'My activities', 'Messages (0)', 'Project portfolio', 'Active tasks', 'Calendar', and 'Configure'. The main area is split into two panes. The left pane, titled 'Selected task', contains a table of tasks. The right pane, titled 'Task details', shows information for the selected task (ID 3).

ID	Description	Start date	TM	Priority	RTS	Resources
3	@Review D1 Product Development	Tomorrow 9:00 [w11]	MD RP	🟡	Started	System Tester [3 days, started]
19	Prototype Review D2 Product Development	Fri 20 Mar 9:00 [w12]	RP	🟢	Yes	Designer [4 days, not started] Marketing [4 days, not started]

Task details (ID 3):
Description: Review
Project: D1 Product Development
Project manager: Steve Horner, A-dato
Scheduled dates: Tomorrow 9:00 - Wed 11 Mar 17:00
Task manager: Mike Dempsey, A-dato
Robin Porter, A-dato

System Tester details:
Your role: Task manager
Resource: Steve Horner
Scheduled duration: 4 days (32h)
Status: Started
Etc: 3 days/24h
Please enter the expected time to complete this task
Expected completion: Wed 11 Mar 17:00 at 100%

Section for updating task progress for the selected task.

Project Name

PLEASE REFER TO THE TUTORIAL FOR TASK MANAGERS. This guide contains detailed examples of the update process.

Displays a list of activities (tasks) assigned to you

08 March 2015 12:06:11

B. Update progress Task by Task

In the project window – per resource - via “resource requirements”

A.

Project Window

Task 1 has a full-time assignment (Estimated work) of 4 days for a “ontwerper water → 32 hours work

Estimated time to Complete = remaining work in hours or days.

The screenshot shows a project window with a task list on the left and a Gantt chart on the right. The task list includes 'Coördinatie', 'Taak 1', 'Taak 2', and 'Taak 3'. The Gantt chart shows resource assignments for 'Projectrealisator', 'Menno Ettema', 'Bert van der Hulst', and 'Gerard van den Heuvel'. A 'Task properties' window is open at the bottom, showing the 'Resource requirements' tab. A table in this window lists resource requirements for 'S: Ontwerper water [Menno Ettema:24h]'. Annotations with arrows point from text boxes to specific fields in the task list and the resource requirements table.

Resource/Skill	Estimated work	Units	Status	Estimated time to complete
S: Ontwerper water [Menno Ettema:24h]	4 days	100%	Started	24h

Resource/Skill	Estimated work	Units	Status	Estimated time to complete	Total booked
S: Ontwerper water [Menno Ettema:24h]	4 days	100%	Started	3 days	

B. Completing a task

Project Window

NB: the green line indicates when a task has been started

ID	Name	Duration	LF	Status	Constraint
1	Coördinatie	10 days	2	Not started	As soon as
2	Taak 1	[3 days]	4	Started	As soon as
3	Taak 2	[1 day]	5	Started	As soon as
4	Taak 3	[4 days]	3	Not started	As soon as

Resource/Skill	Estimated work	Units	Status	Estimated time to complete
S: Opzichter groen [Wim Appelman:8h]	4 days	100%	Started	0
S: Werkvoorbereider civiel [Bart van der Hulst:8h]	4 days	100%	Completed	

Bart van de Hulst is ready with Taak 2. His task can be completed via the “dropdown” in the status column or filling in “0” as “Estimated time to complete”.

B. Completing a task

Via the Task Properties / Progress tab

The screenshot displays a project management interface with a Gantt chart and a task properties panel. The Gantt chart shows four tasks: 'Coördinatie' (10 days, Not started), 'Taak 1' (4 days, Not started), 'Taak 2' (4 days, Started), and 'Taak 3' (4 days, Started). Resources 'Mennp Ettema' and 'Bert van der Hulst' are assigned to tasks 1, 2, and 3. The task properties panel for 'Taak 3' is open, showing the 'Progress' tab. The status dropdown is set to 'Started', and the 'Completed' option is highlighted with a red dashed box. A yellow callout box points to the 'Completed' option, stating: 'If taak 3 is ready it can be completed in one go via the **progress tab** (for all resources assigned to the task)'. The 'Progress' tab also shows start and end dates for Baseline, Expected, and Actual states.

ID	Name	Duration	LF	Status	Constraint
1	Coördinatie	10 days	1	Not started	As soon as
2	Taak 1	[4 days]	6	Not started	As soon as
3	Taak 2	[4 days]	4	Started	As soon as
4	Taak 3	[4 days]	9	Started	As soon as

Task properties

General | Constraint | **Progress** | Resource requirements | Dependencies | Notes | Comments | Visual | Tracking

Status: **Started** (dropdown menu with options: Started, Not started, Completed, Paused, Aborted)

start date: Baseline 03/12/2013 08:00:00, Expected 05/12/2013 08:00:00, Actual 25/11/2013 21:25:58

end date: Baseline 06/12/2013 16:00:00, Expected 10/12/2013 16:00:00

B. Update progress for 1 or more tasks at the same time for 1 or more projects

Desktop Window (F5)

Desktop Progress

Progress Dialog

PROGRESS DIALOG

ETTC (Expected time to complete) equals the estimated remaining work in days or hours.

5 days is 40 uur work in this example. You can update in days or in hours.

ID	Project	Task	Current status	TM	CC	PBP	RTS	Expected start	Expected stop	Resource	Proposed status	ETTC	Comment	Estimated stop	Changed?
2	Voortgangvoorbeeld	Taak 1	Not started	No	Yes		Yes	Today 8:00	Thu 16 Jan 16:00	*Menno Ettema	Not started	4 days			<input type="checkbox"/>
1	Voortgangvoorbeeld	Coördinatie	Not started	No	Yes		Yes	Today 8:00	Fri 24 Jan 16:00	S: Projectrealisator	Not started	5 days			<input type="checkbox"/>
3	Voortgangvoorbeeld	Taak 2	Not started	No	No		No	Fri 17 Jan 8:00	Wed 22 Jan 16:00	*Bart van der Hulst	Not started	4 days			<input type="checkbox"/>
4	Voortgangvoorbeeld	Taak 3	Not started	No	No		No	Thu 23 Jan 8:00	Tue 28 Jan 16:00	*Gerard van den Heuvel	Not started	4 days			<input type="checkbox"/>

Project Statistics

Project Statistics

Calculation resource Hours + Remaining Workload

This project has only 1 task of 40 hours:

- Resource hours = 40h (total work hours in the project)
- Remaining = 40h (remaining work hours)

The screenshot displays the Microsoft Project interface. The main task list shows '1 Taak 1' with a duration of 5 days and a status of 'Not started'. The resource 'Bart van der Hulst' is assigned to this task. The 'Task properties' pane at the bottom shows the 'Resource requirements' tab with a table of resource assignments:

Resource/Skill	Estimated work	Units	Status	Estimated time to complete	Total booked
S: Werkvoorbereiding [Bart van der Hulst:40h]	5 days	100%	Not started		

The 'Statistics' pane on the right shows project statistics, including 'Resource hours' and 'remaining' both set to 40h. The 'Task properties' pane also shows 'Estimated work' as 5 days and 'Estimated time to complete' as 100%.

$$5 \times 8u \times 100 \% = 40 \text{ hours}$$

$$ETTC (x 8u \times 100 \%) = 40 \text{ hours}$$

$$5 \times 8u \times 100 \% = 40 \text{ hours}$$

Task Resource Hours / Baseline

Progress according to plan and baseline

Taak 1 requires in total 5 days/40 hours: 1 day (8 hours) progress achieved → stil 4 days (32 hours) to go

This project has only 1 task of 40 hours:

- Resource hours = 40h (total work hours in the project)
- Remaining = 32h (remaining work hours)

5 x 8u x 100 % = 40 hours

4 x 8u x 100 % = 32 hours

ID	Name	Duration	LF	Status
1	Taak 1	[4 days]	3	Started

Resource/Skill	Estimated work	Units	Status	Estimated time to complete	Total booked
S: Werkvoorbereider civiel [Bart van der Hulst:32h]	5 days	100%	Started	4 days	

Task properties: General, Constraint, Progress, Resource requirements, Dependencies, Notes, Comments, Visual, Tracking

Requirements (edit)

Visible on My activities page

Co-Workers Include Ignore

Effect of 1 extra day à 8 hours

Taak 1 takes 6 days in stead of 5 days

