

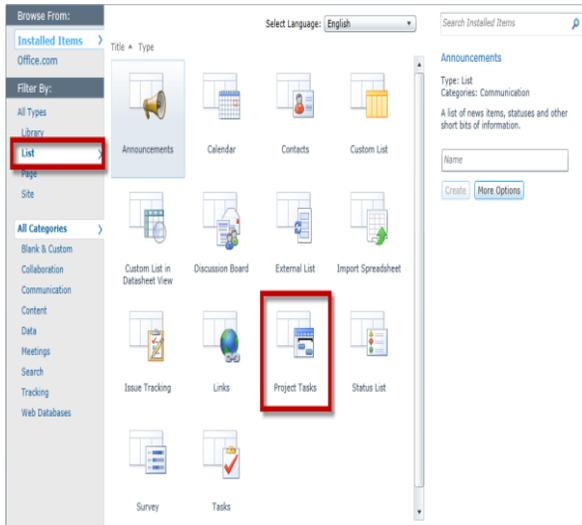
# Working with Project Tasks

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## Creating a Project Tasks List

1. From your SharePoint site, select Site Actions -> More Options.
2. On the next window, click List -> Project List

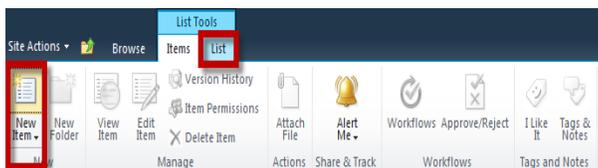


3. Give the List a name and click Create.

## Adding a Task

Whenever you look at the Project Tasks List, you will notice a table on the left side of the view, and a timeline on the right. The timeline is in a Gantt chart, which assists in visualizing your project's progress.

1. Open up the Project Tasks List you wish to add to.
2. You can either type directly into the columns, or navigate to your ribbon and select Items tab -> New Item



3. A new window will appear. Give your Task a name, priority, and the rest of its credentials as needed.

## Updating a Task

As you make progress to your assigned tasks, it's important to make periodic updates to help with communication. In your project tasks list, two columns are important for providing updates.

1. Open up your Project Tasks List.
2. As you make changes and progress to your assigned tasks, be sure to update the % Complete column as well as Task Status
3. You can further make changes to the Start/Due Date as needed.
4. Making the necessary changes helps keep track of progress and communication amongst other team members and projects.

	Title	Start Date	Due Date	% Complete	Task Status	Priority
	Sample Task	8/31/2011	9/1/2011	2	In Progress	(2) Normal

## Create a Summary Task

When working on a project, it's important to plan which tasks take precedence and the overall structure and order the tasks are completed.

1. Navigate to your ribbon and select Items tab.
2. From the ribbon, click on the New Item arrow -> Summary Task
3. Give your Task a name, priority, and the rest of its credentials as needed.



4. Your Summary Task will now be a clickable link on the left side table

	Title	Start Date	Due Date	% Complete	Task Status	2011	9/4/2011	9/11/2011
						T	W	F
	Sample Task	8/31/2011	9/1/2011		In Progress			
	Overall Task				Not Started			

5. Click the name of your Summary Task and add tasks accordingly.

## Ordering Tasks

When completing tasks, there may be a certain order as to how these tasks should be completed. To avoid going out of order, you can represent how/when tasks are completed by using the Predecessor Column.

1. Navigate to your Project Tasks List
2. In a task row, click the cell under the Predecessors Column.
3. From here, you will notice an arrow on the right side of the cell; click this to display all of the tasks within the current list.
4. Click the check box next to each task that must be completed before this task can begin.

	Title	Start Date	Due Date	% Complete	Task Status	Priority	Predecessors	Assigned To
	Sample Task	8/31/2011	9/1/2011		In Progress	(2) Normal		Giaky Trinh
	Overall Task				Not Started	(2) Normal	<input type="checkbox"/> Sample Task <input type="checkbox"/> Overall Task	

5. After adding predecessor tasks, be sure to adjust the Start/Due dates to be in accordance with one another.

## Assigning Tasks

Now that your Project Tasks List is populated, you can easily assign these tasks to different team members, or change the team member who the task is currently assigned to.

1. Open up the Project Tasks List
2. Click once in the Assigned To column for the task that you wish to assign.
3. From here, you can either click the Browse icon that appears next to the Assigned to column, or you can start typing in the user's login information.

	Title	Start Date	Due Date	% Complete	Task Status	Priority	Predecessors	Assigned To
	Sample Task	8/31/2011	9/1/2011		In Progress	(2) Normal		Giaky Trinh
	Overall Task				Not Started	(2) Normal	Sample Task	