PRACTICE EXERCISE III

Changing Task Start & Due Dates

UPDATING PROJECT TIMELINES

Start and due dates for each task within a project are set during project setup. Task due dates often change due to delays from the client (such as an extending proofing timeline or waiting on the client for project details before completing the brief).

Before you complete your task and pass the project to the next person, confirm that the start and due dates on the next task in line are accurate/don't need to be extended.

STEP 1: LOCATE THE PROJECT & YOUR TASK

- Navigate to your Teamwork task list, scroll down and locate the task called "Test Task 2: Your Name".

- Click on the Project Name in your task list (Teamwork Practice Tasks) to access the Project.

- Within the project, scroll to the Task List associated with this task (Onboarding Practice Task List: Updating Due Dates) and find your task (Test Task 2: Your Name).

- Process your task as if you've completed it - log your time (15 minutes), change the Board Status to Completed and confirm the task icon shifts to a green checkmark vs. a gray checkmark.

STEP 2: REVIEW THE NEXT TASK

- Once you've completed your own task, it's time to review the next task in line. Start by reviewing the start and due dates associated with that task:
    - Are they past due?
    - Do the dates follow our standard turnaround times (or, if it's a rush, have you received permission from the Project Manager for faster timelines)?

- Update the next task's start and due dates to reflect the correct turnaround timelines. The start date = today's date. The due date is typically at least 1 week from today, unless otherwise discussed with the PM.

STEP 3: PROJECT TIMELINES

To update a task's due date, hover over the start and due dates next to the task; a calendar will pop up. Click the new start/finish dates, and then move your cursor off the popup calendar. Note: Teamwork will automatically update the dates correspondingly with all dependent tasks that fall below the task you're updating.

In some cases, you will not want all tasks to change dates. To prevent that click "Adjust this task including dependents at the bottom of the calendar popup, and choose "this task only"