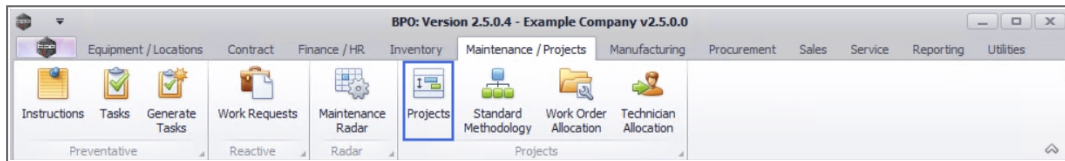


## PROJECTS

### PROJECTS – PROGRESS CHART

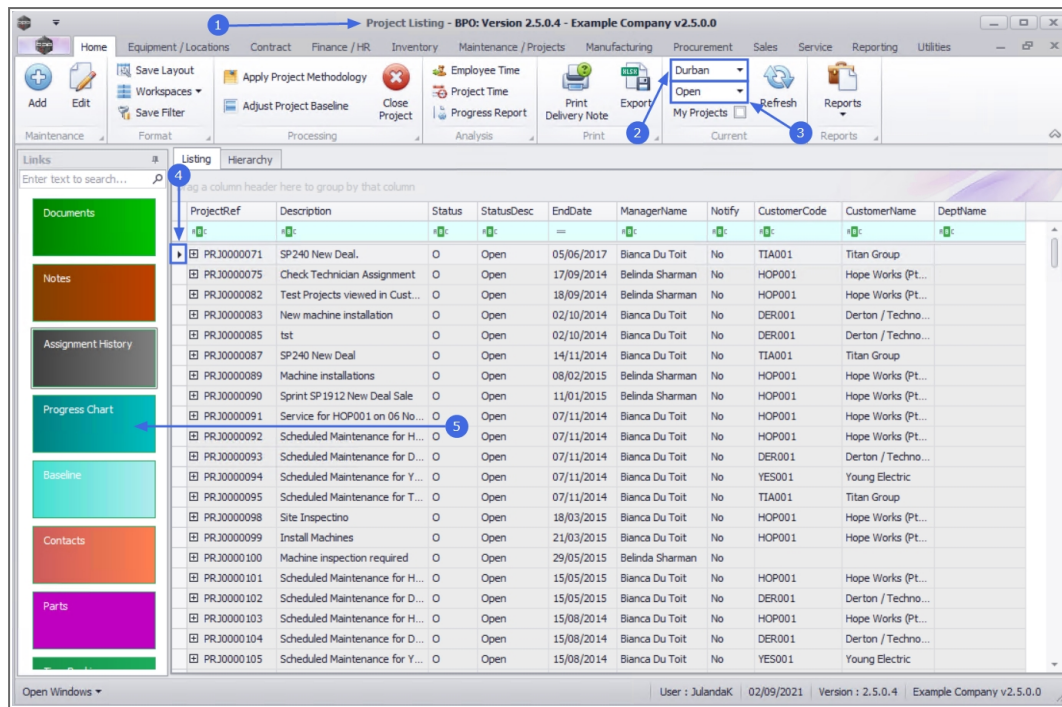
**Ribbon Access:** *Maintenance / Projects > Projects*



1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
3. Ensure that the Status has been set to **Open**.

Ideally a project is closed when all the work on the project has been completed. You will therefore not need to generate a progress chart on a Closed project as it will show all the work as Completed.

4. Click on the **row** of the project you wish to generate the progress chart for.
5. Click on the **Progress Chart** tile.



6. The **Progress Chart for Project** : [project ref number] screen will be displayed.

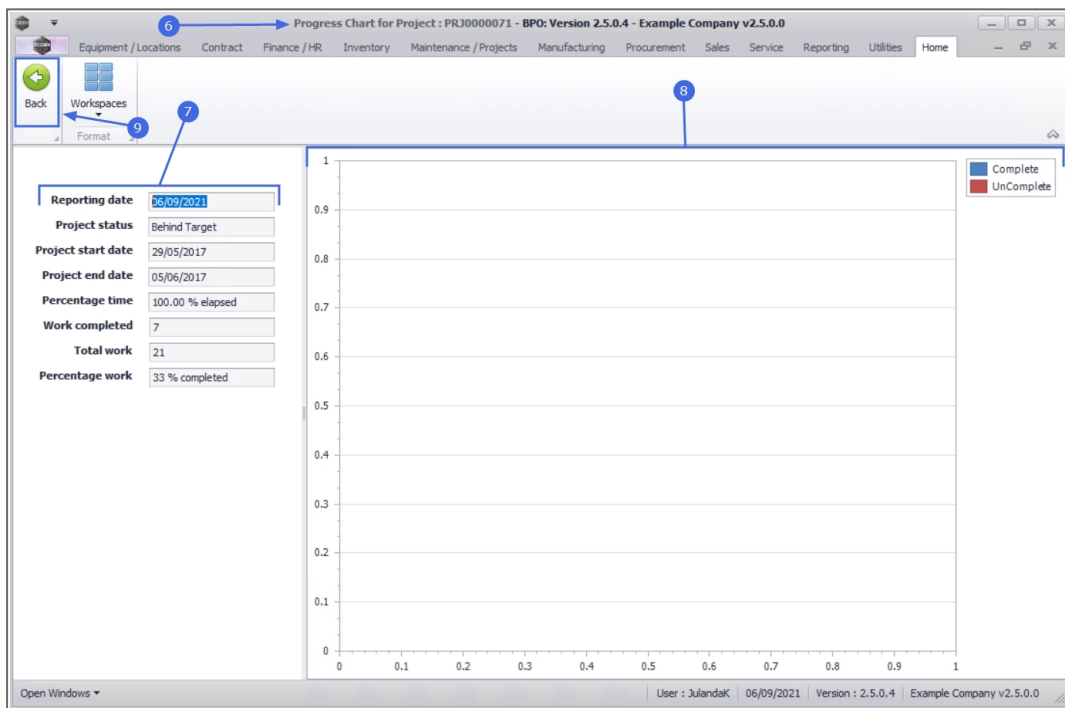


The information on this screen cannot be edited.

## 7. The **Chart Information Panel**.

- **Reporting date:** This will be the current date that the progress chart for the project was generated.
- **Report status:** This field will give you an indication whether the project is **Behind Target** or **Ahead of Target**.
- **Project start date:** This date is the date that the project is scheduled to start.
- **Project end date:** This is the date the project is projected to be completed. This date will also include any Baseline Adjustments for the selected project.

- **Percentage time:** This field will provide information on the percentage of time lapsed on the project.
  - **Work completed:** This field will list the number of tasks that have been completed for the project.
  - **Total work:** This field will list the total number of tasks that have been created for the project.
  - **Percentage work:** This field will display the percentage of work that has been completed on the project.
8. The **Chart frame** will plot the chart information in a stacked Column View where you can track the work that have been Completed and work that reflect as UnComplete.
9. Click on **Back** to return to the Project Listing screen.



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