



PMP Specialists

Updating a Task:

This article is about how to update a task in Project Web Access for Project Server 2007. It assumes that Team Members update their own task status using the “My Tasks” page.

1. Open Project Web Access.

2. On the Quick Launch, under **My Work**, click **Task Center**.

Depending on your organization's settings, you may see a combination of individual tasks listed under their parent projects, or you may see individual projects without any detailed tasks.

3. In the **Progress** column, enter the status of each task or project. Depending on the requirements of your organization and its project managers, you may be required to enter progress for a task in one of three different ways:

- **Hours of work done per day [Example: 1d of 5d (20%)]** Click the **Progress** column for the task that you are updating. In the grid that appears, type the hours per day that you worked on this project or task since you last submitted its status, including overtime data if requested. Click outside the grid to update the **Progress** column with your data.
- **Actual work done and work remaining [Example: 5d]** Type the total time you worked on this task to date. Type the time as a number followed by **h** for hours, **d** for days, **w** for weeks, or **mo** for months.
- **Percent of work complete [Example: 20%]** Type the percentage of the task that you believe has been completed.

Tip: Click **Recalculate** to see the impact of the actual work data that you entered.



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4. Select the **Send Comment** check box if you want to send a comment about your status to the status manager.

5. Select the check box in the left column for each task that you want to submit, and then click **Submit Selected**.

If you chose to include a comment for your status manager, a window appears. Type your comments about your status in the box in this window, and then click **OK**. Your status is submitted.

Notes

- If the remaining work value for the task needs to be updated, click the name of the task in the **Task Name** column. On the **Assignment Details** page, update the **Remaining Work** box with a current estimate of time to completion.
- To save your status without submitting it to the status manager, click **Save All** instead of **Submit Selected**. This saves your changes but does not change the data that your manager or team members see.
- The date formats used in the **Start** and **Finish** fields can be changed to include a time, or to use a longer or shorter format. You can edit the page, and then modify the Web part, to change the date format for the Project Web Access part. Find more information on modifying Web parts in the Microsoft Windows SharePoint Services Help articles.