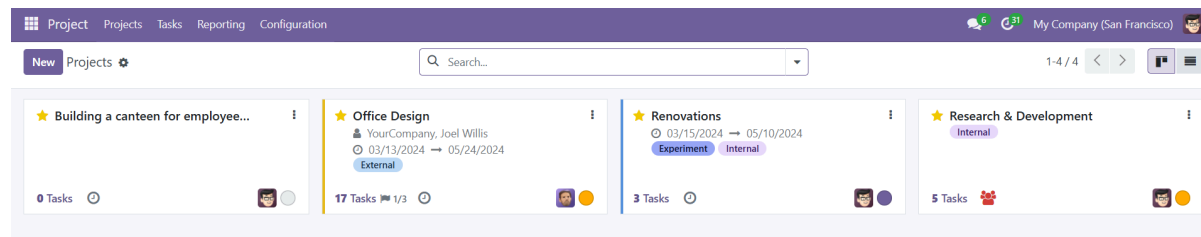
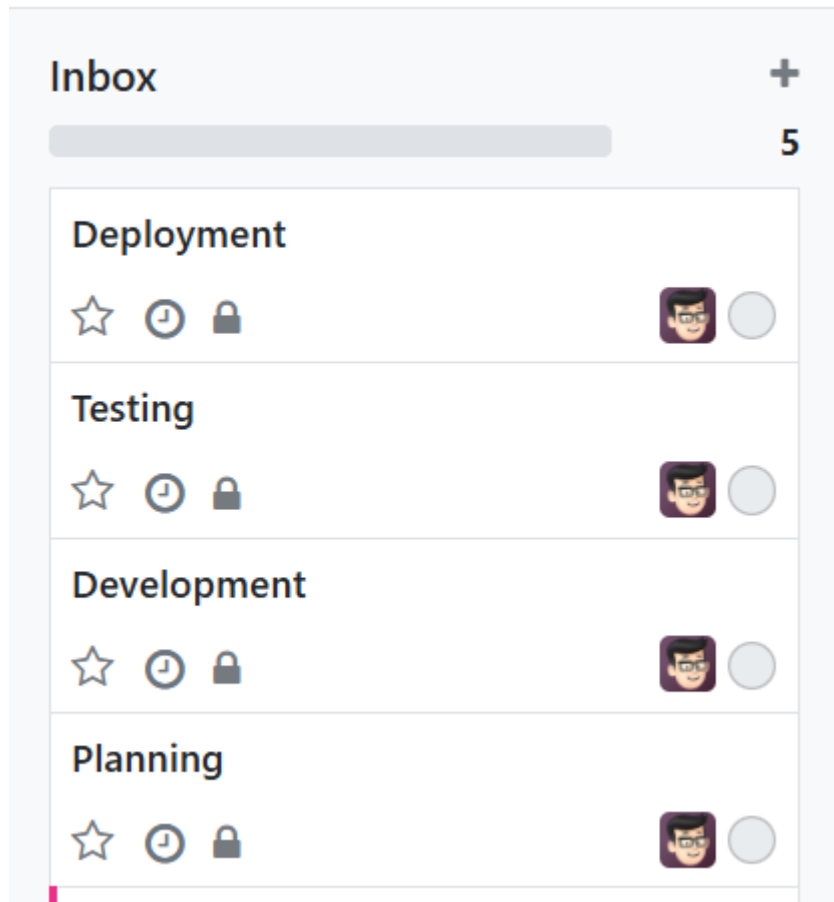


1. Setting Up a New Project



2. Adding Project Phases



3. Creating and Assigning Tasks

1. Create Tasks for Each Phase:

- Go to the "Tasks" tab within your project.
- Click on "Create" to add new tasks.
- Fill in the details for each task as follows:

Planning Phase:

★

construction plan

In Progress


Project

Private

Deadline

06/22/2024 14:00:00

Assignees



Mitchell Admin

Tags

planning department

✕

Description

Extra Info

Plan the location, capacity and design of the kitchen and dining room.

Development Phase:

★

Development planning

In Progress


Project

Private

Deadline

06/26/2024 14:00:00

Assignees



Mitchell Admin

Tags

designer

✕

Description

Extra Info

Prepare kitchen layout design , Field survey then produce detailed drawings. Field survey will need to consider issues: water lines, ventilation and deodorization systems, air conditioning, surrounding terrain layout, electrical lines, etc.

Testing Phase:

Inbox

Today

This Week

This Month

Later

...

★

Testing

In Progress


Project

Private

Deadline

06/28/2024 14:00:00

Assignees



Mitchell Admin

Tags

Tester

✕

Description

Extra Info

The testing side will re-check the construction stages during and after construction.

Deployment Phase:

★

Deployment

Project

Private

Assignees

Mitchell Admin

Tags

contractor

Deadline

07/04/2024 14:00:00

Description

Extra Info

Start construction and equipment installation.

In Progress

4. Tracking Project Progress

Project

Projects

Tasks

Reporting

Configuration

My Company (San Francisco)

New

My Tasks

Open Tasks

Search...

Inbox

Today

This Week

This Month

Later

construction plan

planning department

Tomorrow

★

🕒

🔒

Development planning

designer

In 5 days

★

🕒

🔒

Testing

Tester

In 7 days

★

🕒

🔒

Deployment

contractor

In 13 days

★

🕒

🔒

Chair Cabinet

Office Design

YourCompany, Joel Willis

Final Phase

31 days ago

☆

🕒

🔒

0/1

Room 1: Decoration

Office Design

YourCompany, Joel Willis

Final Phase

New Feature

37 days ago

☆

🕒

🔒

Change left screen cable

☆

🕒

🔒

Buy a gift for Marc Demo's birthday

☆

🕒

🔒

Energy Certificate

Office Design

YourCompany, Joel Willis

Final Phase

35 days ago

★

🕒

🔒

Room 2: Decoration

Office Design

YourCompany, Joel Willis

Final Phase

31 days ago

★

🕒

🔒

User interface improve

Research & Development

New Feature

Usability

36 days ago

★

🕒

🔒

Usability review

Research & Development

Usability

28 days ago

☆

🕒

🔒

5. Generating Project Reports

