

<http://localhost:3000/next/Training-Manual/Stage-1/pp2>

Table of contents:

- [6. PP2 – Project progress](#)

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Introduction

In this module, you will learn how to update your progress by marking tasks as completed. You will also create a progress report.

Where we are in the

You have been working on your translation and have finished a task. You now want to update your progress.

Why this is important

For the project plan to work well, you need to mark the tasks you have finished. This allows Paratext 9 to make the next task available for the other team members. It also gives Paratext accurate information on your progress for the reports. Creating a progress reports helps you prepare a report for your supervisors and funders.

What you are going to do

You will open the assignments and progress window and update the progress made. You will then produce a report.

6.1 Make sure the progress of the plan is up to date

- Open the project plan (using the button)

- Update the progress on all tasks (see PP1 for instructions on each type of task).

6.2 Change an assignment

CAUTION

This can only be done if you have progress permissions.

- From the **≡ Tab**, under **Project** menu, select **Assignments and Progress....**
- From the first drop-down list at the top left of the dialog, select **All Tasks**.
- In the **Assigned to** column, use the drop-down list to choose who will have responsibility for the task or check (listed in the **Task/Check** column at the far left).

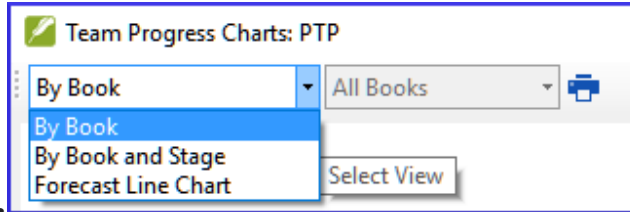
6.3 Produce a progress report

- From the **Tools** menu, select **Project Health Report....**
- Choose the project(s) to report
- Click **OK**.
 - *The report will contain a column for each project you selected.*

6.4 View team progress charts

- From the **≡ Tab**, under **Project** menu, select **Progress**

charts....



- Use the first dropdown box to choose the type of chart
- Choose the books as necessary.
- Click the print icon
 - *A window opens*
- Click the **Print** icon
- Choose your printer (or PDF printer)
- Click **OK**.