PROJECTS TO DO LIST

PROBLEM & BACKGROUND

In one company different employees work on different projects.

we want to identify some points-

- Which task assigned to whom?
- How many tasks in different projects?
- How many tasks are completed?
- What is the progress of all the tasks?
- How many tasks are remaining?
- what is the due date of different tasks?
- Show priority of different task?

SOLUTION

WHEN YOU HAVE A LOTS OF TASK THEN YOU
HAVE TO SEGREGATE IT IN PROPER WAY SO
YOU HAVE A GOOD IDEA ABOUT ALL THE WORK

EMPLOYEE LIST

First we make a employee list in one sheet.

PROJECT-1 DETAILS

make a complete table related to project 1 in another sheet.

PROJECT-2 AND SO ON...

make different sheets for different projects with complete detail.

SUMMARY

make a summary sheet and link all the projects and show all the task details
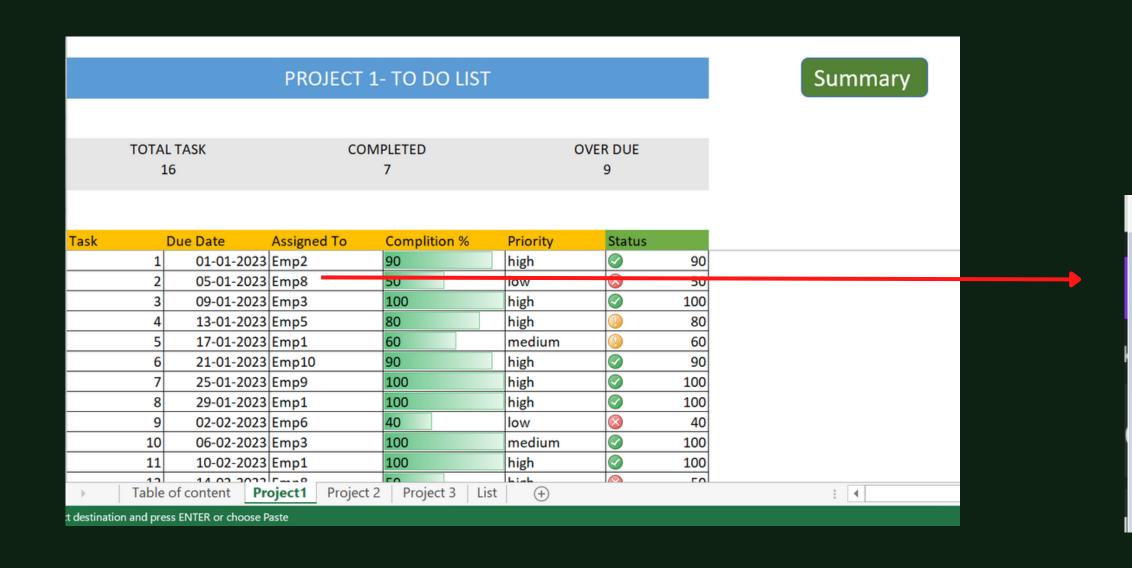
METHODOLOGY

- First we make a sheet of employee list and validate the data in all projects in assigned to column.
- Then we apply conditional formatting on completion %, We select a data bars format.
- After that we make drop down list from data validation and make priority drop down list.
- Then we show the status of all the task according to completion %.
- Restrict the due date between 1/1/2023 to 1/1/2024.
- Make a table of total task, completed and over due.
- Count total task from task column.
- Count completion % from count if.
- Calculate overdue by subtract total task - completion %.

METHODOLOGY

- Now make a summary list and link it with projects sheet task summary.
- Make a graph to show the task completion rate overall.
- Make a summary button in each project which link with summary sheet.
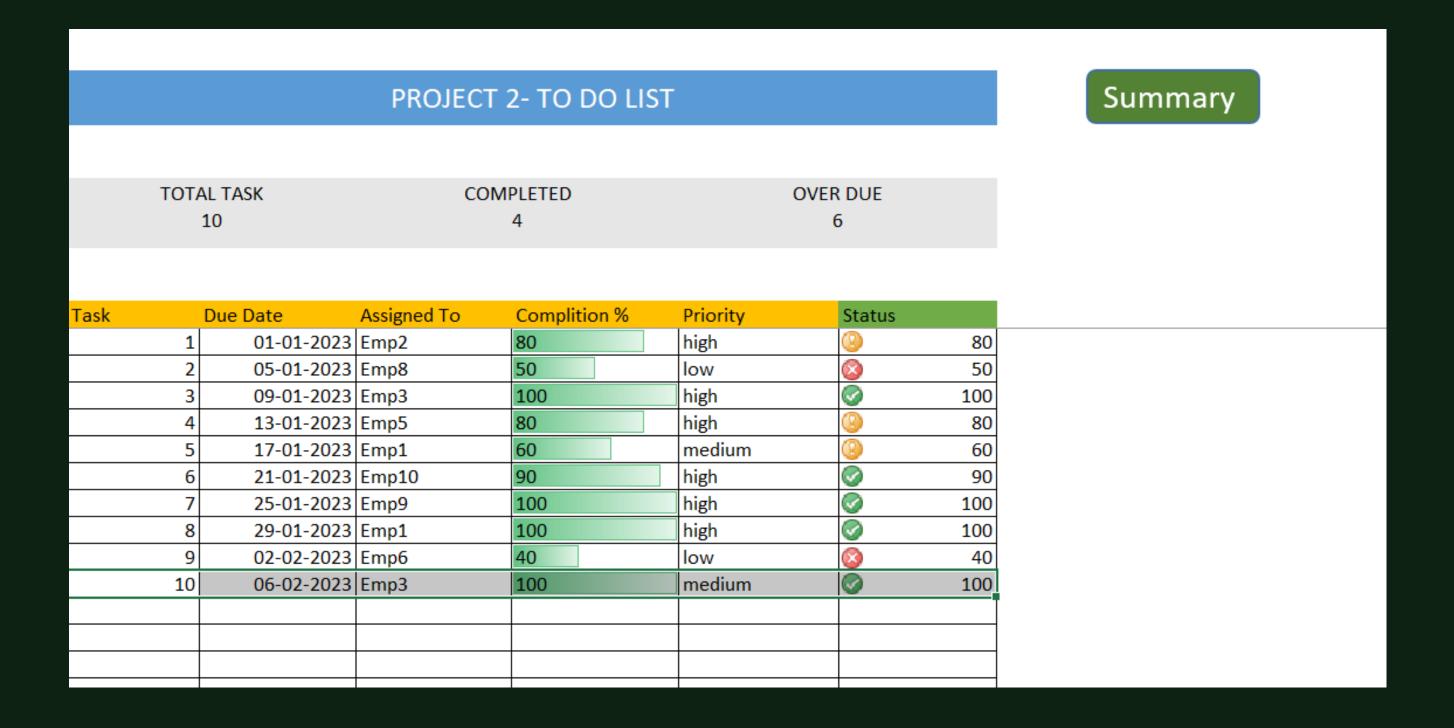- Apply some conditional formatting in summary sheet.

GOALS

- Link a sheet of employee list and validate the data in all projects in Assigned To" column.
- Progressive Bar for task completion and Status symbol.
- priority drop down list by data validation.
- Restrict due date between 1/1/2023 to 1/1/2024.

GOALS

- Table for total task, completed and over due.
- Summary button which link with summary sheet.

Task	Due Date	Assigned To	Complition %	Priority	Status	
1	01-01-2023	Emp2	80	high		80
2	05-01-2023	Emp8	50	low		50
3	09-01-2023	Emp3	100	high		100
4	13-01-2023	Emp5	80	high		80
5	17-01-2023	Emp1	60	medium		60
6	21-01-2023	Emp10	90	high		90
7	25-01-2023	Emp9	100	high		100
8	29-01-2023	Emp1	100	high		100
9	02-02-2023	Emp6	40	low		40
10	06-02-2023	Emp3	100	medium		100

PROJECT 2- TO DO LIST   Summary

TOTAL TASK	COMPLETED	OVER DUE
10	4	6

GOALS

- Summary sheet with all project list and their tasks.
- Linked all projects list with their project sheet.
- Graph to show the task completion rate overall.

CONCEPTS USED

- List data validation by name manager in "Assigned To" at different projects
  =OFFSET(List!A2,,,COUNTA(List!$A:$A)-1,1)
- Restrict the date by data validation.
- Progressive bar in completion % by conditional formatting.
- Status icon in status column by conditional formatting.
- Total task is calculated by =COUNT(A12:A1048576)
- Completed task calculated by =COUNTIF(D12:D1048576,100)
- Overdue calculated by =total task - completed task
- Conditional formatting in task summary in summary sheet .
- Summary button in each project sheets.

CONCLUSION

When you have a lots of task then you have to segregate it in proper way so you have a good idea about all the work.

We can see different Graphs to show our task completion rate overall.

Project owner

— KHUSHI YADAV
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