Task List and Gantt Chart Usage

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Abstract:

Zambia is a piece of Conference Management Software. This document is a "How To" guide to using the Task List and Gantt Chart in the Zambia FFF-branch instance for your conference. This is still a work in progress.

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1 Introduction

The Task List and the Gant Chart are two important tools in running your convention. Zambia provides both with more emphasis on the Task List but both are available for use.

2 My Task List

The task list can be viewed in several different ways. The easiest way to start looking at it is to go to the Staff Overview page, find the Dashboard, and click on the "Task List" link, and that will take you to your tasks. You might not have any tasks at this time, which, if this is your first exposure to the task list, and you have not had anyone else assigning tasks to you, is perfectly understandable. Also, across the top of the page are links to New Task, This Event's Tasks, and All Tasks. If you do have tasks, there will be several columns. There is:
- Tasks: the short name of the task, which is a clickable link to the update page for that task.
- Notes: All information about that task, this field can have standard HTML markup in it.
- Assigned: Should all be you.
- Start Date: When this task should be started by.
- Due Date: When this task should be completed by.
- Complete?: Shows the state of the task as one of, ("N", "P", "Y") which map respectively to not started, partially done, and, yes it is complete.
- Finished On: This is the date you clicked that it was finished.

This report can also be found under: genreport.php?reportname=mytasklistdisplay

3 This Events Task List

This report is findable in a number of ways. It can be found under: genreport.php?reportname=tasklistdisplay and is in many of the departmental report lists, under the Available Reports tab. This is the list of all the tasks relevant to this particular con instance. Across the top it should have links to create a new task, to your personal task list, to the Gantt Chart for this event, and to all the tasks from all the cons. There are several columns to this report:
- Tasks: the short name of the task, which is a clickable link to the update page for that task.
- Notes: All information about that task, this field can have standard HTML markup in it.
- Assigned: Who the task is assigned to, or who is the one person in charge of making sure it is complete.
- Start Date: When this task should be started by.
- Due Date: When this task should be completed by.
- Complete?: Shows the state of the task as one of, ("N", "P", "Y") which map respectively to not started, partially done, and, yes it is complete.
- Finished On: This is the date that it was indicated that it was finished. (Note, this might not be the actual finish date, depending on how diligently people check their tasks.)

4 All Tasks

This report is findable in a number of ways. It can be found under: genreport.php?reportname=alltasklistdisplay
and from the header of other task list reports. This is mostly useful for a look back at other task lists
to see if tasks assigned then are useful to replicate for tasks assigned now.

5 Task List Update

Most references to the task name can be clicked on, to allow you to update the task. The fields are:
- Person assigned: a pull-down list of all the people you have permission to assign to the task.
  If the person assigned is not you, nor someone you can assign tasks to, the chances are, you
  should not be updating this task. This will give you the "Outside your assignment list" message
  in the "Person assigned:" box.
- Task: The task name (fixed)
- Note: This is where most of the updating goes, adding or changing the "Note:" section of the
  task. It can take standard HTML markup.
- Dependencies: The "[update]" will take you to the add/drop page for dependencies, and list the
  (clickable) dependencies already associated with this task.
- Targeted Start Time: a RFC-standard date (YYYY-MM-DD) of when activities on this task should
  start.
- Targeted Completion Time: a RFC-standard date (YYYY-MM-DD) of when activities on this task
  should be done.
- The last field either will have the "Is it done?" with the possible states of:
  - Yes, it is finished.
  - It is partially done.
  - It has not yet been begun.
  or the date upon which it was completed under a "Finished at:" field.
- The "Update" button.

It should be fairly straight-forward how to fill this out.

6 New Task

This just takes you to a blank task list update form, so you can fill out all the information. The
additional field is for the task name, and you cannot set the completion state, or add dependencies
here.

7 Task Replication

Future enhancement. Nothing further at this time.