



EXPERIENCE MAKERS THE SKILL EXCHANGE

Mastering Project Dates and Timelines

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Mastering Projects Dates and Timelines



Timeline objectives

- Distinguish the difference between Planned Dates and what is actually happening in the real world.
- When confronted with a condition, know the actual health of the Project/Task.



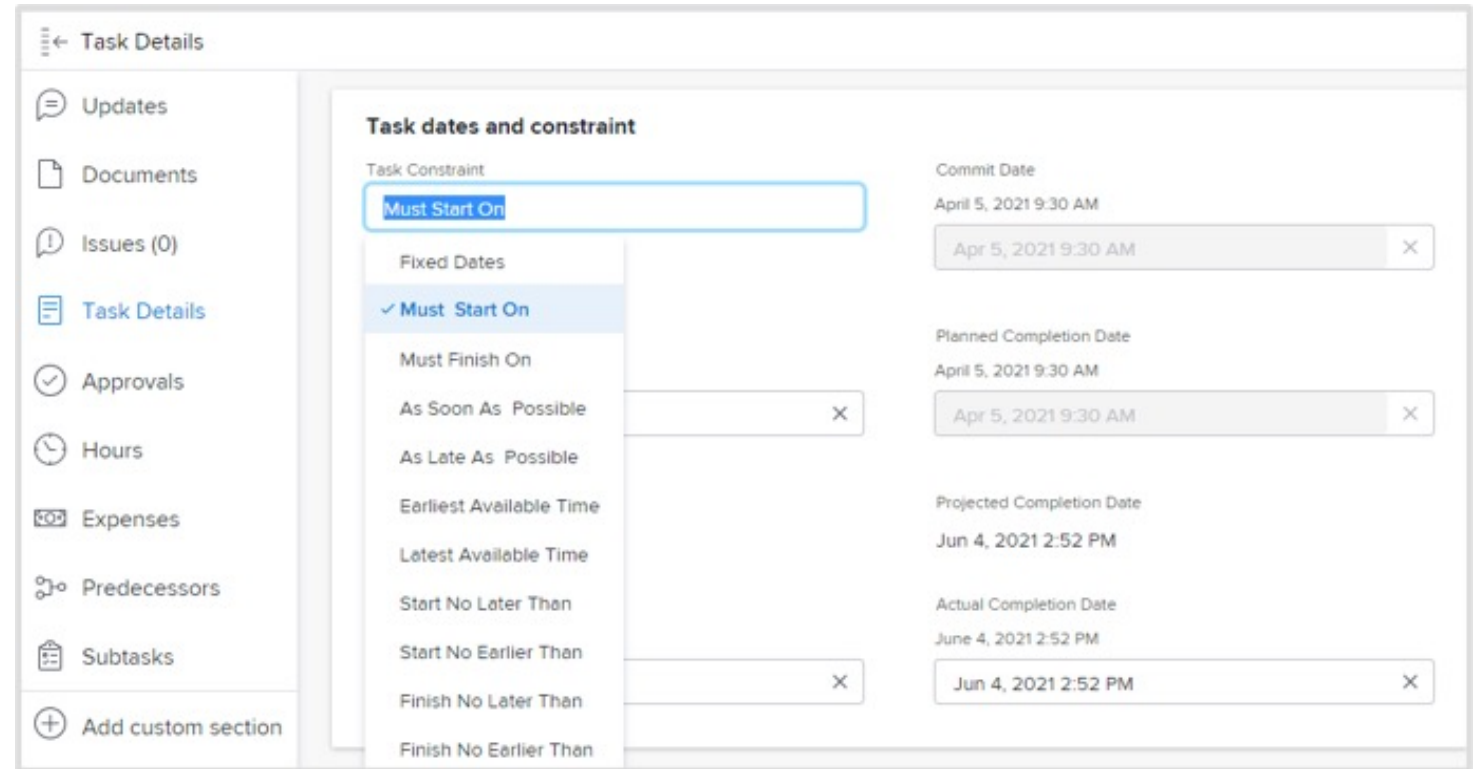
Timeline Review

- DURATION
 - Window of time to complete a task
- PLANNED HOURS
 - Man-hours required to complete a task
- PREDECESSORS
 - Establish the sequence of tasks



Task Constraint

- Dictate how dates behave on a task
- Dynamic Task Constraints
 - As Soon As Possible, As Late As Possible, Earliest Available Time, Latest Available Time
- Fixed point Task Constraints
 - Fixed Dates, Must Start/Finish On, Start No Later/Earlier Than, Finish No Later/Earlier Than



Planned, Actual, Projected, Commit,
& Estimated Dates



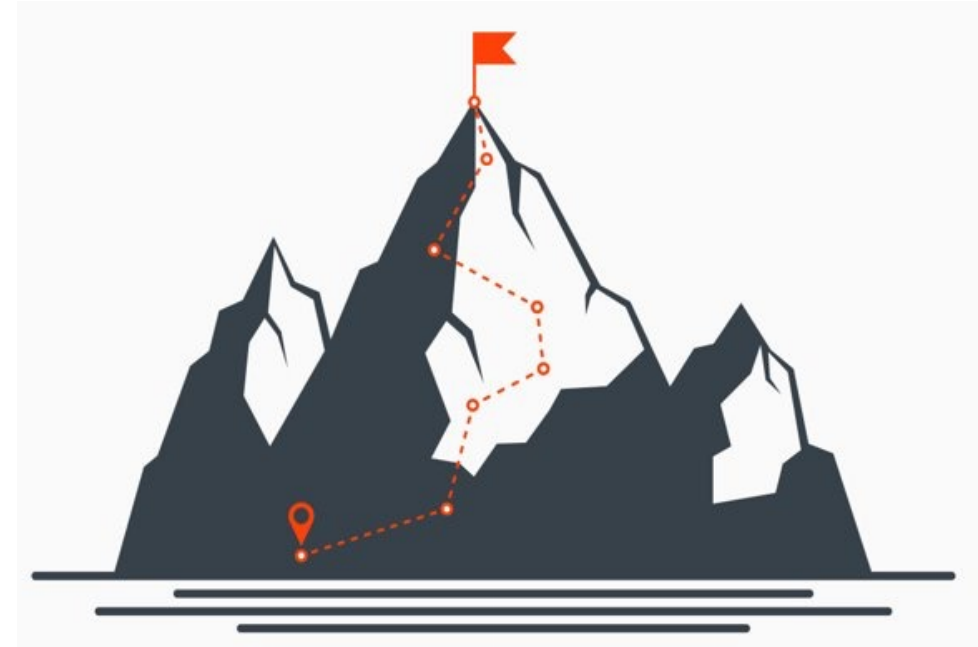
Planned Dates

- Set by project manager during planning of a task. Derived from project start date, duration, and predecessor relationships.



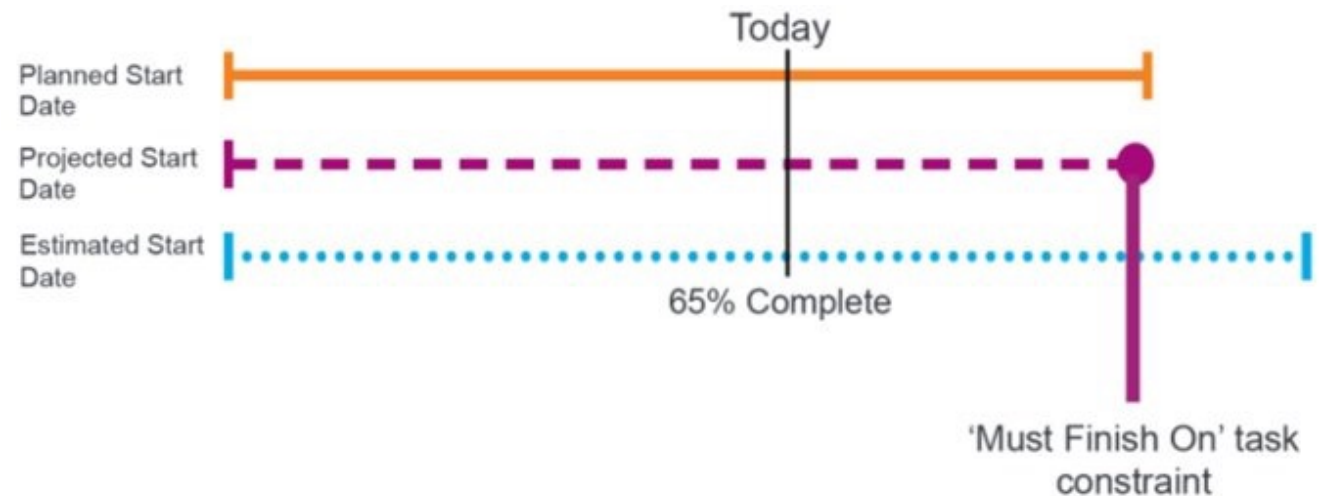
Actual Dates

- Markers automatically generated when a task is started or completed.
- The system knows when a Task has started or been completed based on Status Changes:
 - **Task Start Date:** Status changes from New to In Progress
 - **Task Completion Date:** Status is marked as Complete
- **Project Start Date:** Status is changed to Current
- **Project Completion Date:** Status is marked as Complete



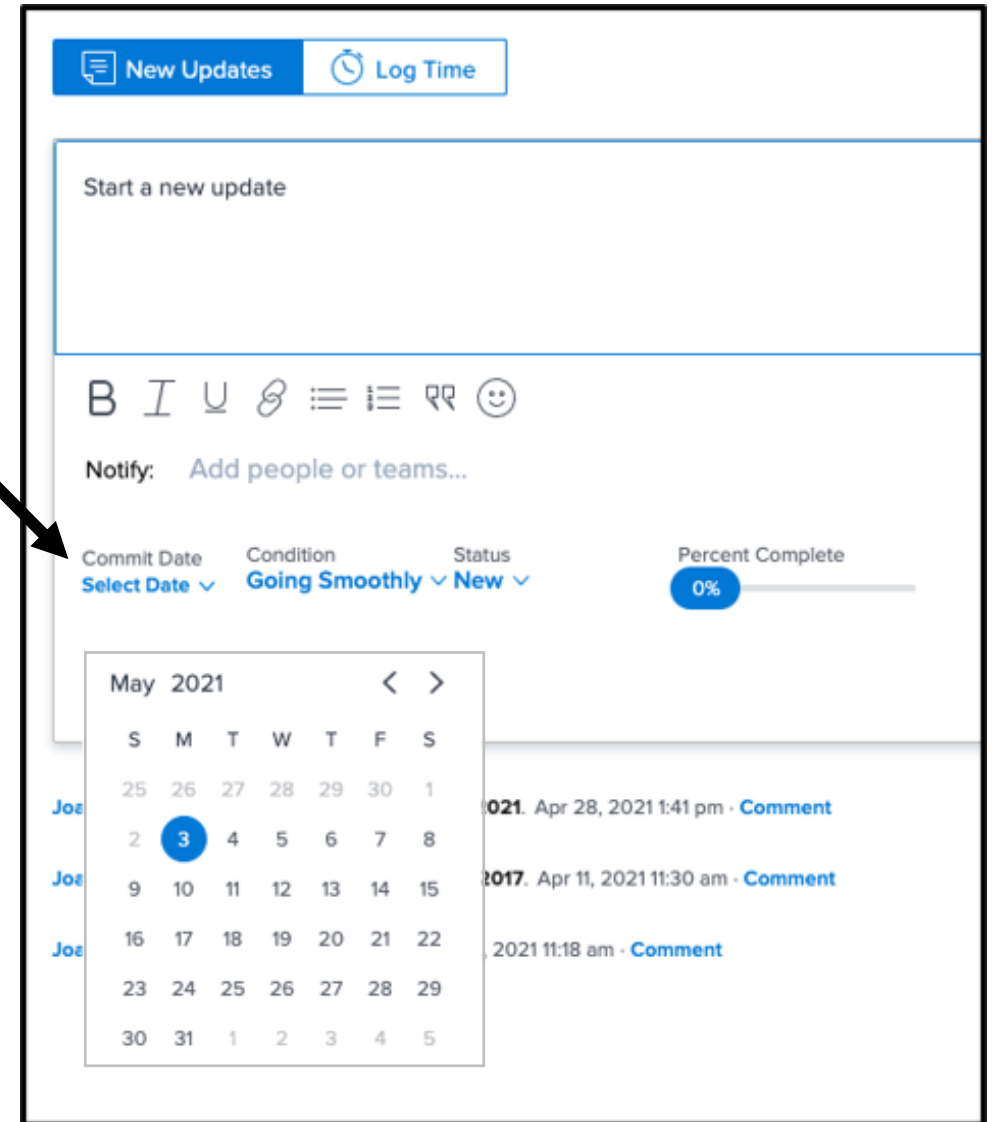
Projected vs Estimated Dates

- Both date types provide a 'real time' view of when a task will start, or finish based on the progress and completion of prior tasks.
- The system using information available to predict when an object will start or end.
- Estimated Dates are the same as projected dates **EXCEPT** task constraints are not included, giving a true estimation of a start of completion date.



Commit Dates

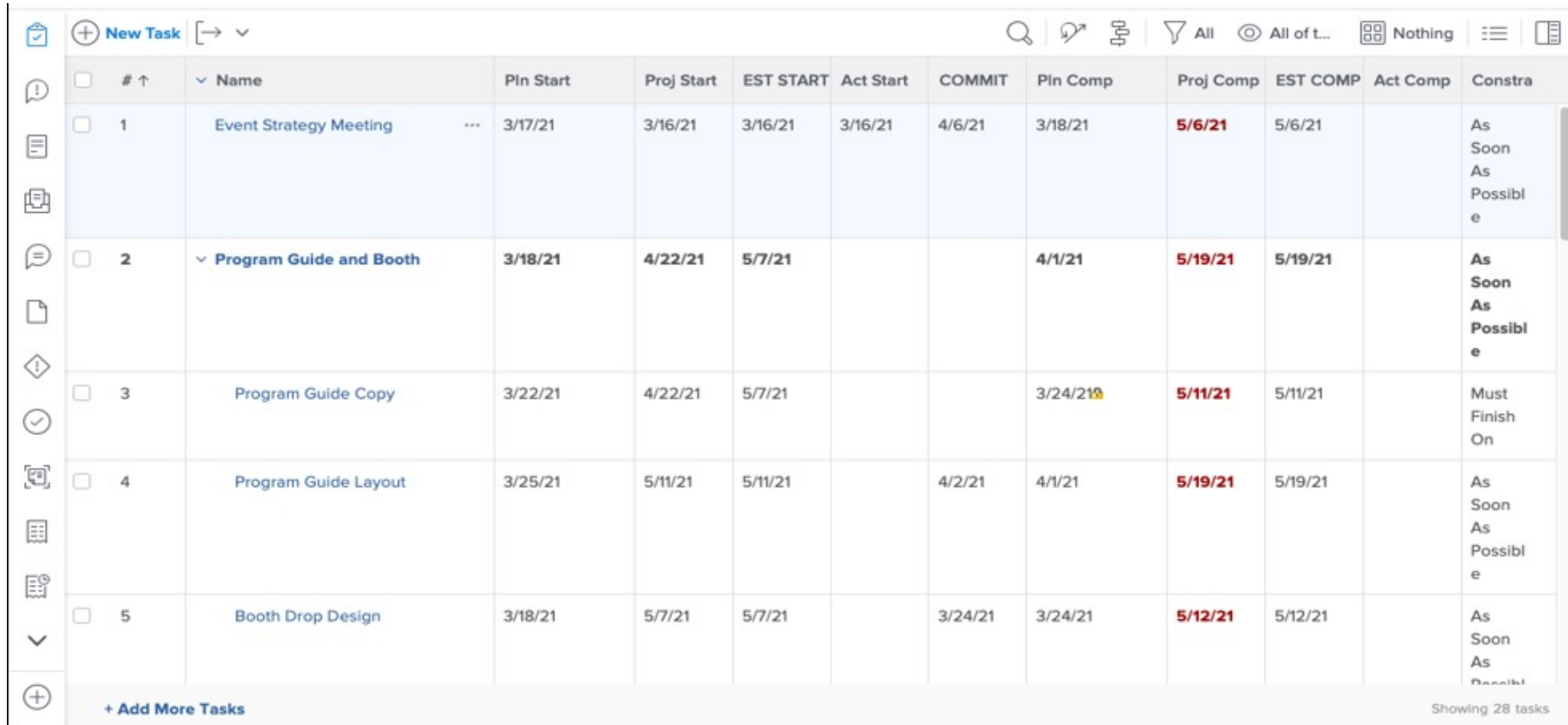
- The date a task assignee estimates when they will have a task completed. Used as a communication tool and does not change project timeline.
- Can be associated with an Update comment, great for communicating dates that need to be changed or why a task may be early/late.



The screenshot shows a task update interface. At the top, there are buttons for 'New Updates' and 'Log Time'. Below that is a section for 'Start a new update' with a text input field. Underneath is a rich text editor with formatting options (B, I, U, link, list, link, emoji). A 'Notify:' section allows adding people or teams. The main update area shows a 'Commit Date' dropdown set to 'Select Date', a 'Condition' dropdown set to 'Going Smoothly', and a 'Status' dropdown set to 'New'. To the right is a 'Percent Complete' progress bar at 0%. A calendar for May 2021 is open, showing the 3rd as selected. Below the calendar, there are three update comments from 'Joe' with timestamps and 'Comment' links.

Dates View

- Boot Camp Test Drives have a View called "All of the Dates", it is recommended you create a similar view in your own instance of Workfront



The screenshot displays the 'All of the Dates' view in Adobe Workfront. The interface includes a top navigation bar with a 'New Task' button, search, and filter icons. The main area shows a Gantt chart with the following task data:

#	Name	Pln Start	Proj Start	EST START	Act Start	COMMIT	Pln Comp	Proj Comp	EST COMP	Act Comp	Constra
1	Event Strategy Meeting	3/17/21	3/16/21	3/16/21	3/16/21	4/6/21	3/18/21	5/6/21	5/6/21		As Soon As Possible
2	Program Guide and Booth	3/18/21	4/22/21	5/7/21			4/1/21	5/19/21	5/19/21		As Soon As Possible
3	Program Guide Copy	3/22/21	4/22/21	5/7/21			3/24/21	5/11/21	5/11/21		Must Finish On
4	Program Guide Layout	3/25/21	5/11/21	5/11/21		4/2/21	4/1/21	5/19/21	5/19/21		As Soon As Possible
5	Booth Drop Design	3/18/21	5/7/21	5/7/21		3/24/21	3/24/21	5/12/21	5/12/21		As Soon As Possible

At the bottom of the table, there is a '+ Add More Tasks' button and a status indicator 'Showing 28 tasks'.

Progress Status

- Representation of how the Task or Project is Progressing (think condition or health)



Dates:

Planned
Actual
Projected
Estimated



System evaluates
dates and returns
one of four
Progress Statuses

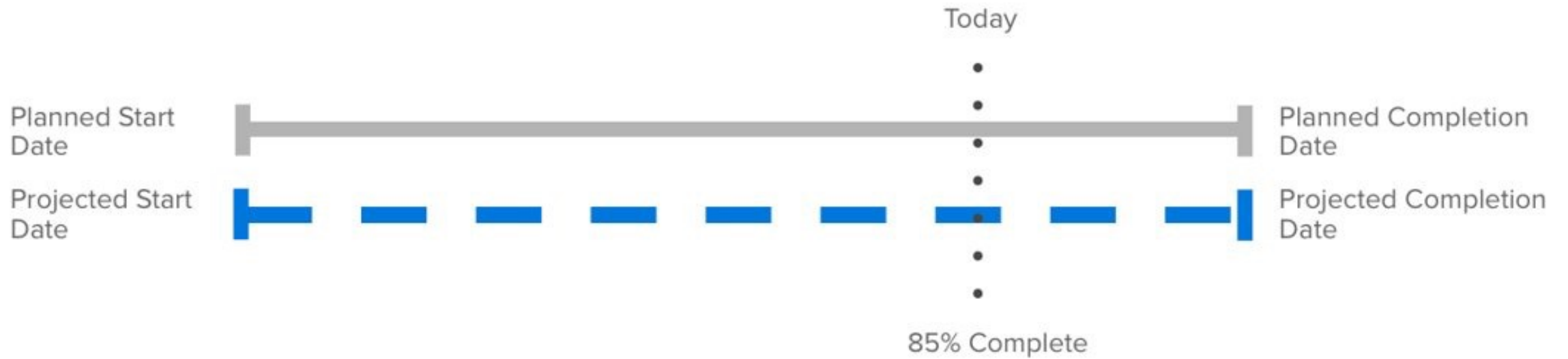


Progress Statuses:

On Time
Behind
At Risk
Late

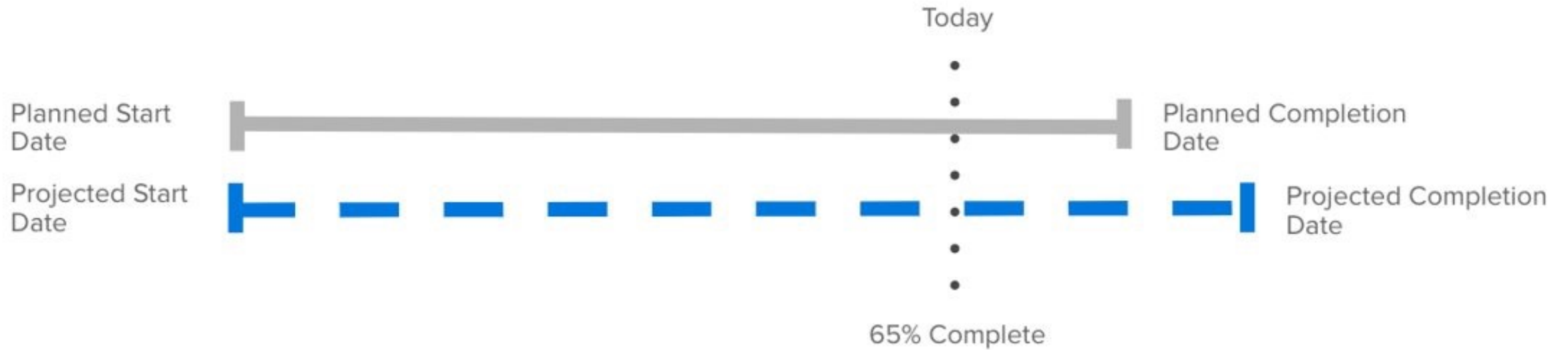
On Time

■ On Time



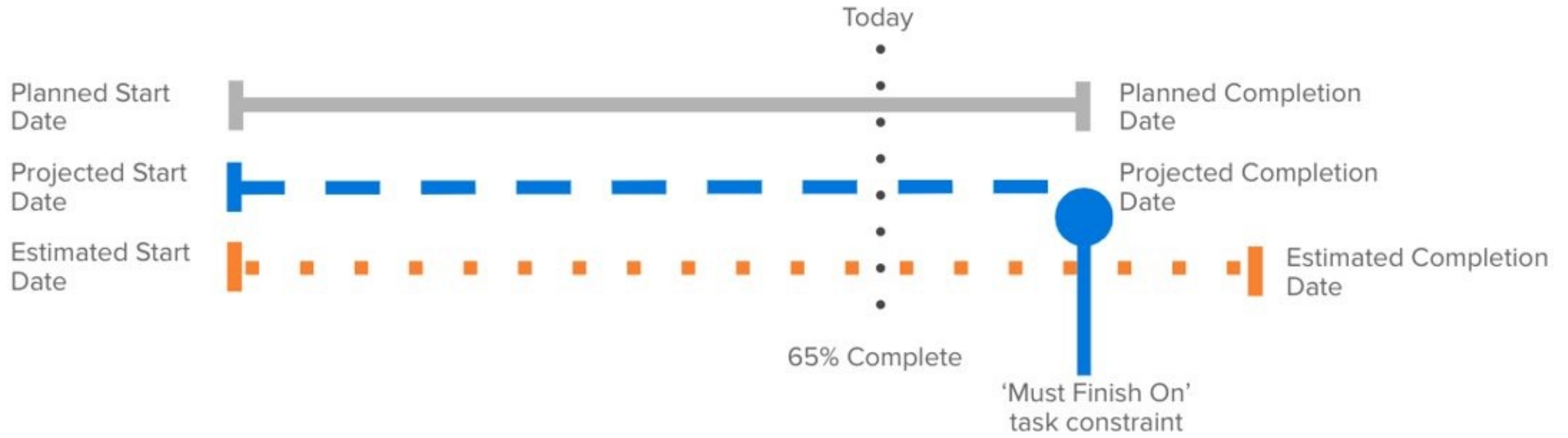
Behind

Behind



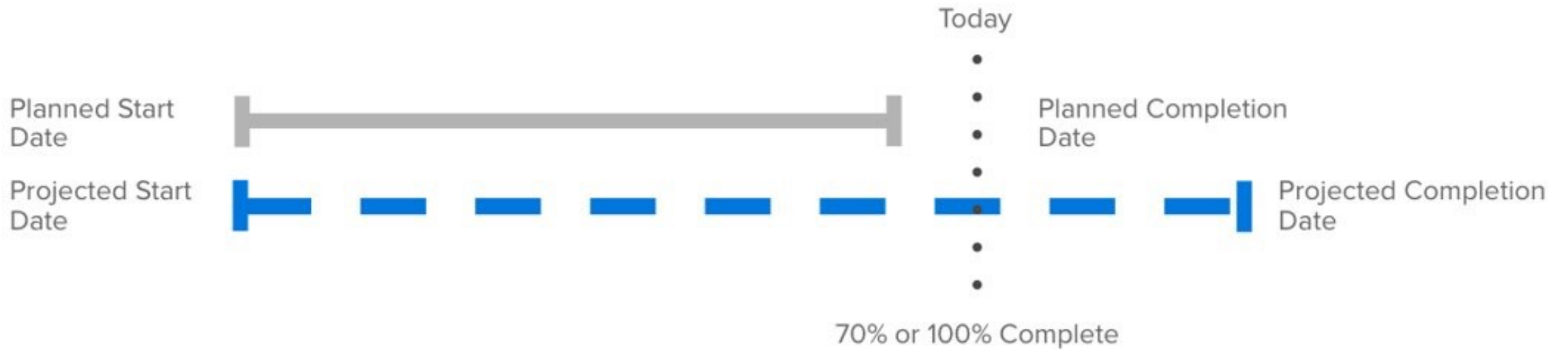
At Risk

◆ At Risk



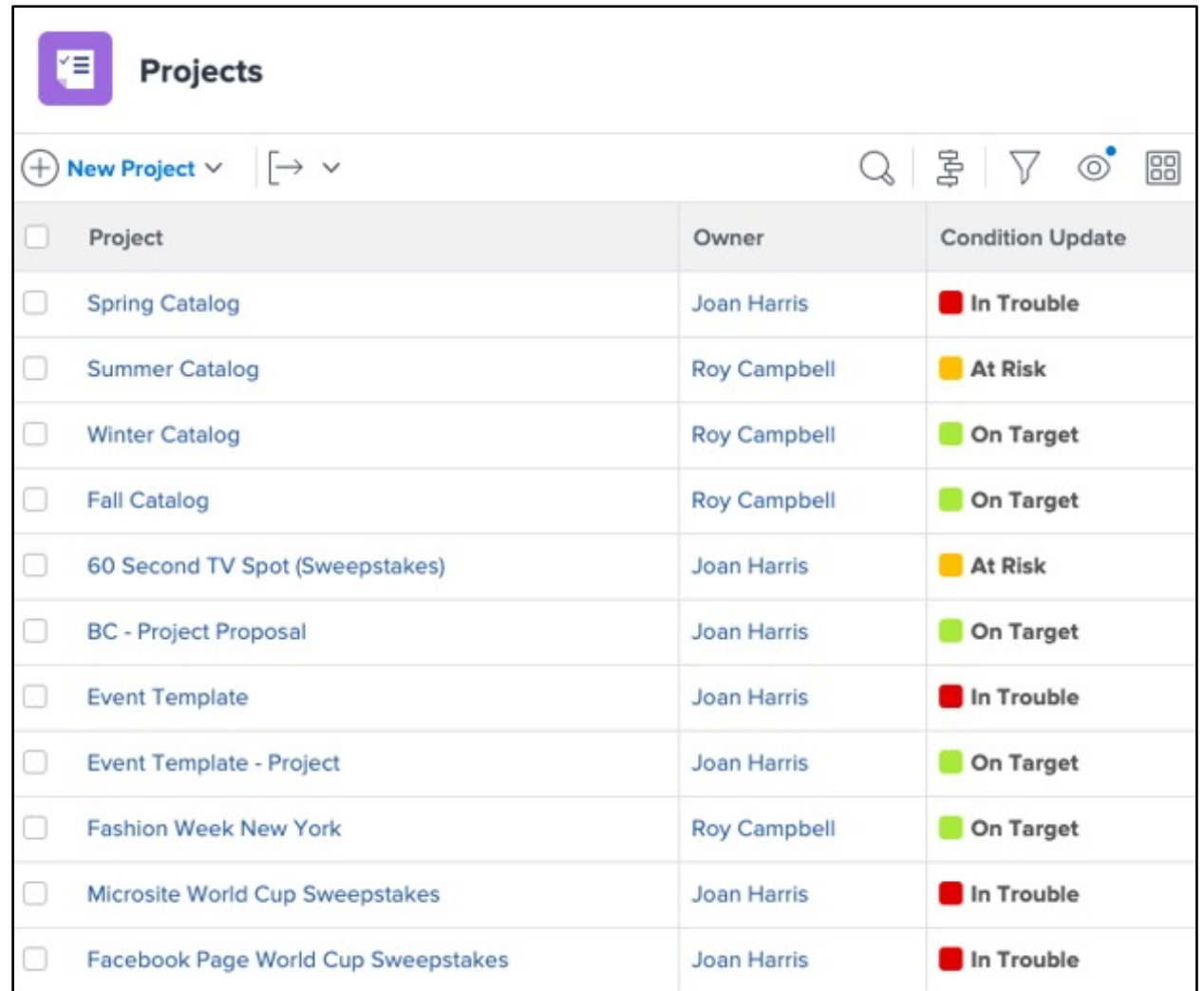
Late

● Late



Project Condition

- The Sum of Progress Statuses of all Tasks on the Project
- Can be set to Manual or based on Progress Status
 - Recommended to be based on Progress Status in most instances
 - Manual good for queues and "bucket" projects²¹¹



The screenshot shows the Adobe Project Condition interface. At the top, there is a purple icon with a checklist and the word "Projects". Below this is a navigation bar with a "+ New Project" dropdown, a "[→]" dropdown, and several utility icons (search, list, filter, eye, grid). The main content is a table with three columns: "Project", "Owner", and "Condition Update". Each row has a checkbox in the "Project" column. The "Condition Update" column uses colored squares to indicate the status: red for "In Trouble", yellow for "At Risk", and green for "On Target".

<input type="checkbox"/>	Project	Owner	Condition Update
<input type="checkbox"/>	Spring Catalog	Joan Harris	■ In Trouble
<input type="checkbox"/>	Summer Catalog	Roy Campbell	■ At Risk
<input type="checkbox"/>	Winter Catalog	Roy Campbell	■ On Target
<input type="checkbox"/>	Fall Catalog	Roy Campbell	■ On Target
<input type="checkbox"/>	60 Second TV Spot (Sweepstakes)	Joan Harris	■ At Risk
<input type="checkbox"/>	BC - Project Proposal	Joan Harris	■ On Target
<input type="checkbox"/>	Event Template	Joan Harris	■ In Trouble
<input type="checkbox"/>	Event Template - Project	Joan Harris	■ On Target
<input type="checkbox"/>	Fashion Week New York	Roy Campbell	■ On Target
<input type="checkbox"/>	Microsite World Cup Sweepstakes	Joan Harris	■ In Trouble
<input type="checkbox"/>	Facebook Page World Cup Sweepstakes	Joan Harris	■ In Trouble

Project Condition



Key takeaways

- Project Timelines are created based on Tasks and their Durations, Predecessors, and Constraints.
- Different Dates represent different conditions of tasks and projects.
- Date Types help to create the Progress Status which shows the health of the Task or Project.
- Progress Statuses help to alert users of priority items.
- Project Conditions is a summary of Task Progress Statuses when not set to Manual

