

Projects Progress Bar

The progress bar is a useful feature that can be used to display the current progress of a task or project.

Every time a task has been completed and ticked ✓, the progress bar will update team members on how close they are to completing the project.

The progress bar will display a value between 0% and 100% displaying the percentage of progress made from completing a task.

A screenshot of a project management interface. At the top left is a circular graphic with various icons. To its right, the project title 'Getting Started' is displayed with a pencil icon and a play button icon. A green 'Live' status indicator is in the top right. Below the title is a yellow update box: 'Updated: 11-05-2021 12:55 • Edit project update'. Underneath is the text 'A project to discuss and create some initiatives to get started.' A progress bar below this shows '0% Completed'. A navigation bar contains tabs for 'Tasks 3', 'Team 2', 'Discussion', 'Files', and 'History'. A 'Show Completed' checkbox is checked. The task list is as follows:

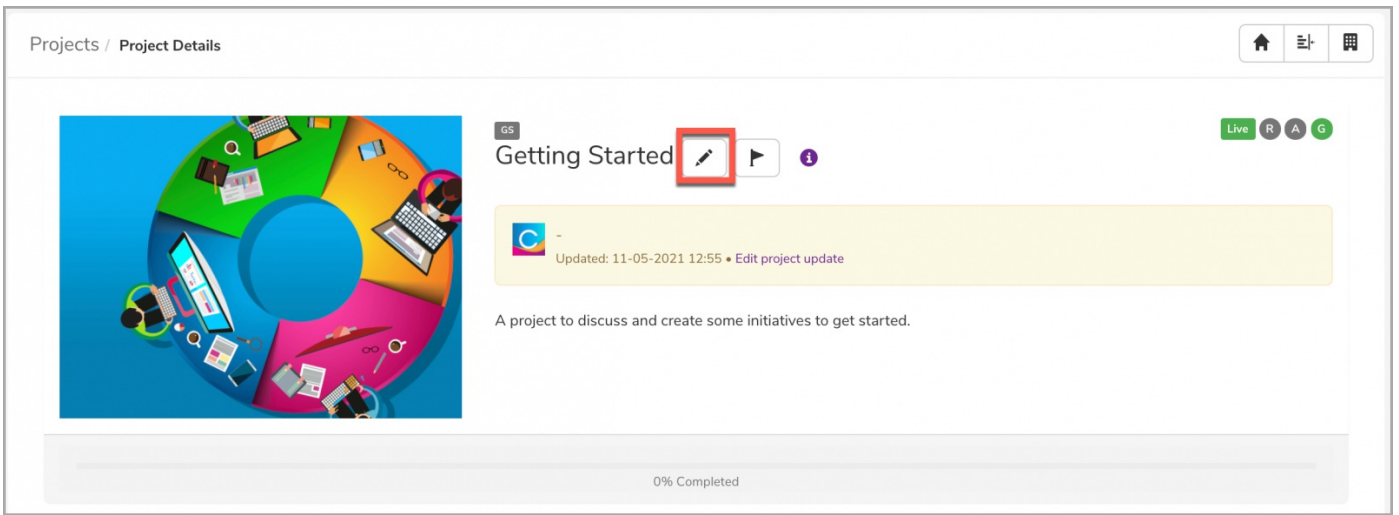
Task Name	Completion Status	Due Date	Comments	Assigned To	Actions
The start	<input checked="" type="checkbox"/>				+ Add Task, Edit
First Task	<input checked="" type="checkbox"/>	15 July 2021	1	[User Icon]	Edit
Second Task	<input type="checkbox"/>	22 July 2021	1	[User Icon]	Edit
Last task	<input type="checkbox"/>	16 July 2021		[User Icon]	Edit

Setting up the progress bar

Task completion is tied to an 'expected duration' being set for the task.

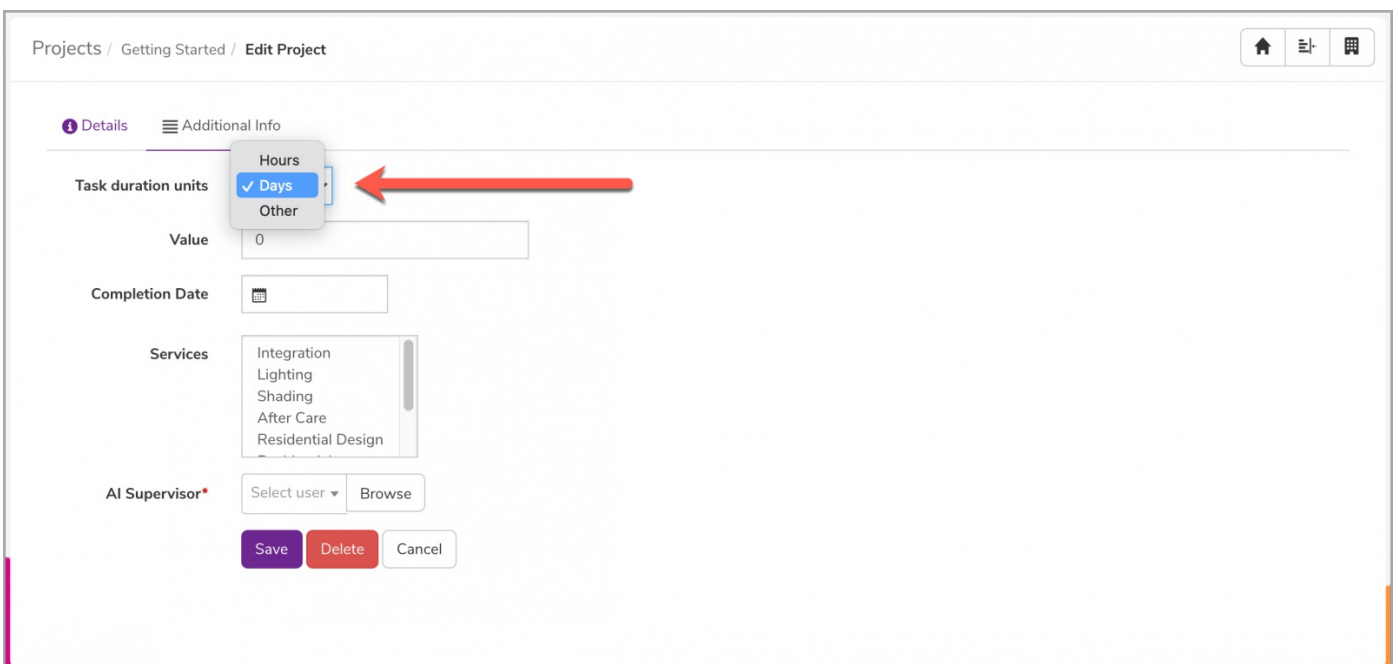
This can be days or hours (or custom entry) depending on how you configure the project settings.

1. To start, click on the 'pencil icon' to go to the project properties:

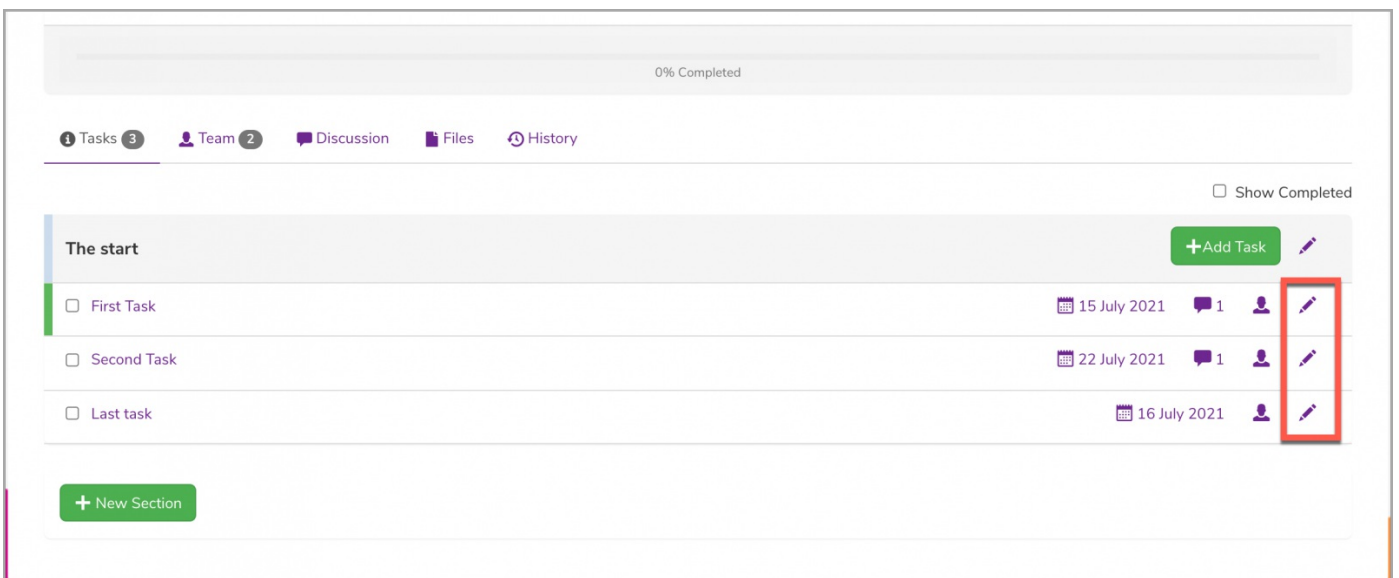


2. Click on the 'Additional Info' tab where you will find a field called 'task duration units'.

For this project, it is currently set to Days, but you can choose Hours instead or set your own unit using 'other'.



3. You can now head back to the main page of the project and click on the pencil icon to edit each task:



4. By default, the 'expected duration' field will be empty but all you need to do here is enter a value of how many (estimated) days would be needed to

complete the task:

The screenshot shows a task creation form with the following fields and options:

- Task Name:** First Task
- Assigned to:** Austin Glover (with a 'Browse' button)
- Due date:** 15-07-2021
- Priority:** Low
- Not visible to client:**
- Expected Duration:** 1 Days (highlighted with a red box)

At the bottom, there are three buttons: Save, Delete, and Cancel.

5. Now when completing each task, these weights are added to display the appropriate % based on how many tasks exist in the project. For example, if there are 10 tasks in the project and a task is given an 'expected duration' of 1 day, this would count as 10% of the overall project progress.

Reminder: Tasks will disappear when they are marked as completed. However, if you want the completed tasks to be visible, you can tick the following box:

The screenshot shows a project overview page with a progress bar at the top indicating '0% Completed'. Below the progress bar, there are navigation tabs: Tasks (3), Team (2), Discussion, Files, and History. A red arrow points to a checkbox labeled 'Show Completed' which is currently checked. Below this, there is a list of tasks under the heading 'The start':

Task Name	Due Date	Priority	Assignee
First Task	15 July 2021	1	[User Icon]
Second Task	22 July 2021	1	[User Icon]
Last task	16 July 2021	[User Icon]	

Last modified on 6 December 2023 by Hannah Door

Created on 11 May 2021 by Veronica Kim

Tags: projects, user guide, progress