Project Activity Details

Module Guide: Project Activity Tracking

Module Location

Project > Project Activity Details

Module Objective

The **Project Activity Tracking** module serves as a **dashboard** for monitoring and updating the progress of all ongoing projects. This module is used by Project Managers to track the status of each project, from the 'Not Started' stage, to 'In Progress', through to 'Completed', and to perform actions related to that progress.

1. Main View (Project Dashboard)

The main page of this module is a dashboard that displays a list of projects along with their status.

View Explanation & Filters

- **View**: This page functions as the command center for all your projects.
- **Status Filter**: Use the checkbox filters at the top to quickly screen projects by their status:
  - Not Started
  - In Progress

    - Completed.

- **Activity List**: The table below displays the list of projects along with their schedule (**Start Date, End Date**) and their current **Status**.

2. Steps to Update a Project's Status (Conceptual)

1. **Find the Project**: Use the **Project Code** filter or the status filters to find the project whose progress you want to update.

2. **Open Activity Details**: In the relevant project row, click the action icon in the **Action** column.

3. **Update Progress**: On the detail page that appears (not shown), you can change the project's **Status** (for example, from 'Not Started' to 'In Progress'), enter progress notes, or update task completion percentages.

4. **Save Changes**: Save the changes to update the project's status on the main dashboard.

Tips & Important Notes

- This module is a daily work tool for **Project Managers** to manage and report project progress to management.

- By routinely updating the status here, all **stakeholders** can see the latest progress of every project.

- This is a module for **execution and monitoring**, not a module for initial planning or creating new projects.

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