

How to Enter Start and End Dates for Projects

This guide provides step-by-step instructions on how to enter start and end dates for projects. By following these steps, users will be able to easily input their target dates to effectively manage and track project timelines.

1 Click "Organization"

The screenshot displays a project management dashboard with a dark blue sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Scoreboard, Personal Tools, My Profile, My Tasks, Professional Development, Roles & Responsibilities, Administration, Organization (highlighted with a red circle), Subscriptions, and Help. The main content area shows a grid of project cards. The top row includes a green card for '1.1.1 Linked Outcome Series - MP, 100.00%' and a light blue card for '1.2 Sample Strategic Initiative'. Below these are two more light blue cards for '1.3 Internal Example 1'. Each card displays 'No tasks for the quarter' and the dates '03/31/2023' and '06/30/2023'.

2 Navigate to the Start and End Dates in the Project Details box.

The screenshot shows the PGS Production interface. At the top, there is a navigation bar with 'PGS Production' and several icons. Below the navigation bar, there is a header area with the text 'Create strategies , and work on them.' The main content area is divided into several sections. On the left, there is a sidebar with multiple 'Organization Details' buttons, each with 'Edit' and 'Delete' sub-buttons. The main content area is titled 'PGS Vision Navigation Sample's Details' and contains several sections: 'PGS Vision Navigation Sample's Departments/Teams' with a list of checkboxes (Automate Percentage Rollup, Environmental Scan, Five Forces, OKRs, Internal Assessment) and a 'Show read-only vision navigation link' button; 'Add Department/Team' with a text input field and an 'Add Department/Team' button; and 'Sample VN's Details' with a 'Sample VN's Members' section showing 'Bill Dann' and a 'Readonly Link' button. The 'Start Date' field in the 'Sample VN's Details' section is highlighted with a red circle.

3 Select the date you wish to start.

The screenshot shows the PGS Production interface with a calendar open. The calendar is for October 2023 and shows the dates from 1 to 31. The date '8' is selected and highlighted with a red circle. The 'Start Date' field in the 'Sample VN's Details' section is also highlighted with a red circle. The rest of the interface is the same as in the previous screenshot.

4

Select the date the project should End by. The dates you selected will be automatically saved.

PGS Vision Navigation Sample's Details

PGS Vision Navigation Sample's Departments/Teams

Sample VN (Members8)

Automate Percentage Rollup

Environmental Scan

Five Forces

OKRs

Internal Assessment

Show read-only vision navigation link

Details Edit Delete

Recalculate Percentage

Start Date: 01/02/2023

End Date:

Add Department/Team

New Department/Team Name Add Department/Team

Sample VN's Details

Sample VN's Members

5

Navigate back to your project by clicking "My Plan" in the menu column.

PGS Vision Navigation Sample

Visic

Workspace

Sample VN

Vision Navigation Chart

Foundation

My Plan

Team Plans

Toolbox

Scoreboard

Personal Tools

My Profile

My Tasks

Professional Development

Roles & Responsibilities

Administration

Showing vision chart for 2023 Users:

1.0 Internal Improvements

1.1 Customer Ordering System - JG

No tasks for the quarter

1.1.1 Linked Outcome Series - MP, 100.00%

03/31/2023 06/30/2023

1.2 Sample Strategic Initiative

No tasks for the quarter

No tasks for the quarter