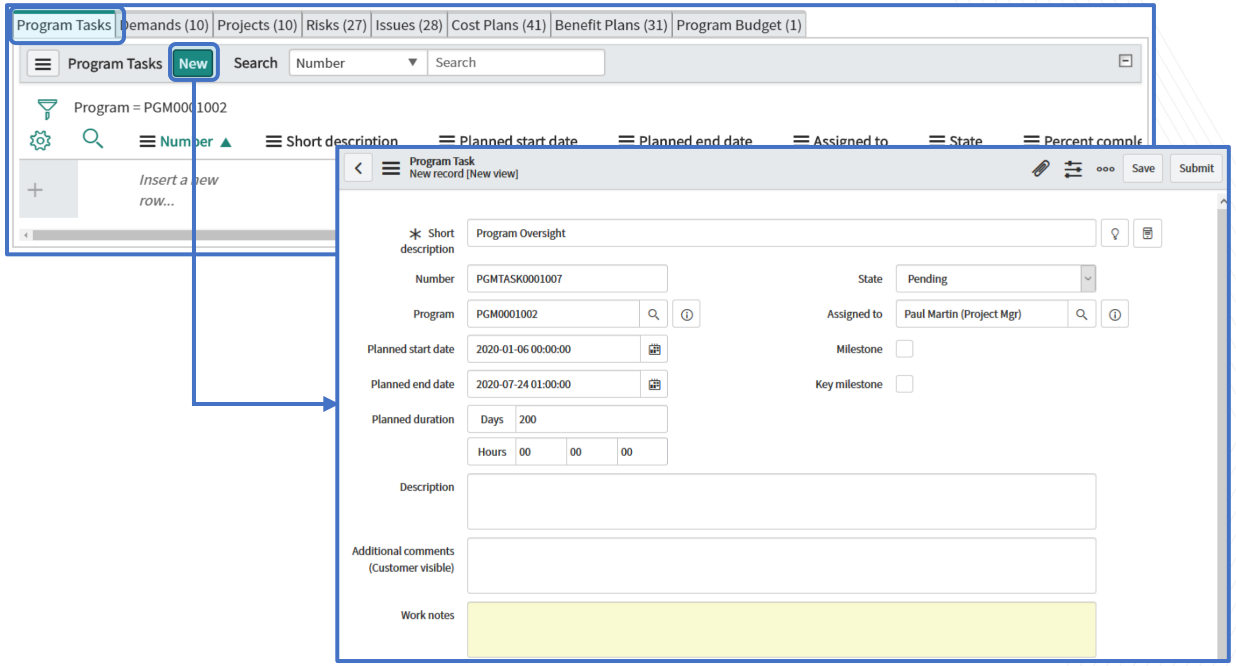
Creating a Program Task

Quick Reference Guide

Creating a Program Task

Use the Program Tasks related list to create tasks associated with a program. Program tasks work the same as project tasks and can be used for time tracking. On the Program form, click **New** to create a task.



Program Task Key Fields:

- **Short Description –** Required field that is a brief description of the program task.
- **Planned Start Date –** Start date for the program task.
- **Planned End Date –** End date for the program task.
- **Planned Duration –** Duration of the program task.
- **Assigned To –** User who will track time to the Program, or simply update the task status.
- **Milestone** – Milestone that can only be viewed on the Program itself.
- **Key Milestone** – Milestone that can be viewed on the Program, report, and dashboards.