



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.

The screenshot displays the 'Program Tasks' interface. At the top, there is a navigation bar with tabs for 'Program Tasks', 'Demands (10)', 'Projects (10)', 'Risks (27)', 'Issues (28)', 'Cost Plans (41)', 'Benefit Plans (31)', and 'Program Budget (1)'. Below this, a 'New' button is highlighted in blue. The main area shows a list of program tasks with columns for 'Number', 'Short description', 'Planned start date', 'Planned end date', 'Assigned to', 'State', and 'Percent complete'. A blue arrow points from the 'New' button to the 'Program Task' form. The form is titled 'Program Task New record [New view]' and contains the following fields:

- Short description**: Program Oversight
- Number**: PGMTASK0001007
- Program**: PGM0001002
- Planned start date**: 2020-01-06 00:00:00
- Planned end date**: 2020-07-24 01:00:00
- Planned duration**: Days 200, Hours 00, 00, 00
- Description**: (Empty text area)
- Additional comments (Customer visible)**: (Empty text area)
- Work notes**: (Yellow highlighted text area)
- State**: Pending
- Assigned to**: Paul Martin (Project Mgr)
- Milestone**: ☐
- Key milestone**: ☐