



# Starting and Restarting Projects

Quick Reference Guide

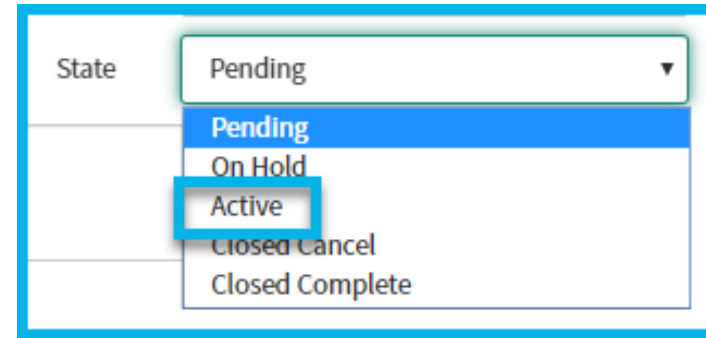
# Starting a Project

Starting a Project is the next step after setting up the project, populating it with tasks and assigning resources. Start a Project by setting the state of a Project Task to **Active**.

Note: You can change the State at the Project level, but it is not recommended as it will change the state of all project tasks with the same start date as the project to Work in Progress (if you try to do this, you will get a popup asking to confirm you wish to do this).

## After you start the Project:

- If you have tasks on the Project, the Actual start date field of the Project changes will be read-only and will update to the current date.
- If a task or set of tasks are scheduled to start immediately upon Project start (meaning that their time constraints are set to Start ASAP and they have no other start dependencies), the actual start dates of those tasks also change to the current date.
- The planned start dates of all other tasks adjust accordingly based on the time you started the Project. Their new planned start dates depend on several factors, including dependent relationships with other tasks and the duration for each task.



A screenshot of a web application interface showing a dropdown menu for the 'State' of a project task. The dropdown is open, displaying several options. The 'Active' option is highlighted with a blue background and a red rectangular border. The other options are 'Pending', 'On Hold', 'Closed Cancel', and 'Closed Complete'. The 'State' label is visible to the left of the dropdown.

| State           |
|-----------------|
| Pending         |
| Pending         |
| On Hold         |
| Active          |
| Closed Cancel   |
| Closed Complete |

# Restarting a Project

- When you close a project, all project tasks are closed automatically. Normally, you should not reopen a project after it is closed.
- Updating the project state from Closed to Work In Progress, Pending, or Open is **not allowed**.
- If you still need to reopen a closed project, reopen an existing project task or add a new task to the project. This moves the project from Closed to Work in Progress state without affecting the other closed tasks and clears out the Actual end date since the project is no longer closed.