

3.1.1.3. Project Tasks (WBS)

The **Project Tasks (WBS)** tab is used to manage the structure and progress of a project. WBS stands for **Work Breakdown Structure**, which organizes the project into smaller tasks grouped by section or Project Task (e.g., "GF - Majlis").

The **project schedule** tab allows you to view all project tasks in a list format, add or update tasks such as material supply, installation, or delivery, and track progress using weight (%) and progress values. Each task includes planned start and finish dates to help manage the schedule.

Code	Project Task	Weight	Progress	Planned Start Date	Planned Finish Date	Plan D
Project		100.00				
1	GF - Majlis	100.00				
1.1	Supply and installation of wallpaper	2.000	Roll	2.12		
1.2	Supply and delivery of center table	2.000	Nos	12.48		
1.3	LED TV 46" wide Samsung	4.000	Pes			
1.3	1 LED TV 46" wide Samsung	-1.000	Pcs			
1.3	1 LED TV 46" wide Samsung	3.000	Pcs	78.52		
1.4	Supply, customize and delivery of 3-seater sofa	2.000	Nos	6.89		

The **Gantt** tab provides a visual timeline of all project tasks. Each task appears as a bar showing its start and end dates. This view makes it easier to understand task sequences, identify delays, and manage the overall schedule.

Code	Project Task	Planned Start Date	Planned	January 2025	February 2025	March 2025	April 2025	May 2025
Project		1/6/2025	5/20/2025	[Blue bar]				
1	GF - Majlis	1/6/2025	5/20/2025	[Yellow bar]				
1.1	Supply and inst...	1/6/2025	2/5/2025	[Light blue bar]				
1.2	Supply and deliv...	2/3/2025	2/7/2025		[Light blue bar]			
1.3	LED TV 46" wid...							
1.3	LED TV 46" wid...							
1.3	LED TV 46" wid...	5/19/2025	5/20/2025					[Light blue bar]
1.4	Supply, customi...	3/1/2025	3/20/2025		[Light blue bar]			

Use **Create New Project Scheduling** to create project schedule. This will generate a document, fill in the required details accordingly.

Project Scheduling ME0025-0000001 dated 5/25/2025 10:45:40 AM Conversation

Main [Approvals](#) [History of Approval](#) [History of Object Status Changes](#) [Taken Decisions](#)

Post and close Save Post More actions

Main Project Structure (Filled)

View: **Project structure** Gantt Chart

Add To Do Item Cancel To Do Item Delete Export Schedule To File Import Schedule From File More actions

Code	Project Task	Planned Start Date	Planned Finish Date	Plan Days	Weight
Project		1/6/2025	5/20/2025	58	100.0
1	GF - Majlis	1/6/2025	5/20/2025	58	100.0
1.1	Supply and installation of wallpaper <u>Supply and installation of wallpaper</u>	1/6/2025	2/5/2025	31	2.0
1.2	Supply and delivery of center table <u>Supply and delivery of center table. Size: 1000mm L x 1000mm W</u>	2/3/2025	2/7/2025	5	12.0
1.3	LED TV 46" wide Samsung <u>Supply, customize and installation of full height TV cabinet with shutters +...</u>				
1.3	1 LED TV 46" wide Samsung <u>Supply, customize and installation of full height TV cabinet with shutters +...</u>				
1.3	1 LED TV 46" wide Samsung <u>Supply, customize and installation of full height TV cabinet with shutters +...</u>	5/19/2025	5/20/2025	2	78.0
1.4	Supply, customize and delivery of 3-seater sofa including fabric <u>Supply, customize and delivery of 3-seater sofa including fabric</u>	3/1/2025	3/20/2025	20	6.0

The Project Schedule can be updated from or exported to a file when needed.

Export Schedule To File

Import Schedule From File