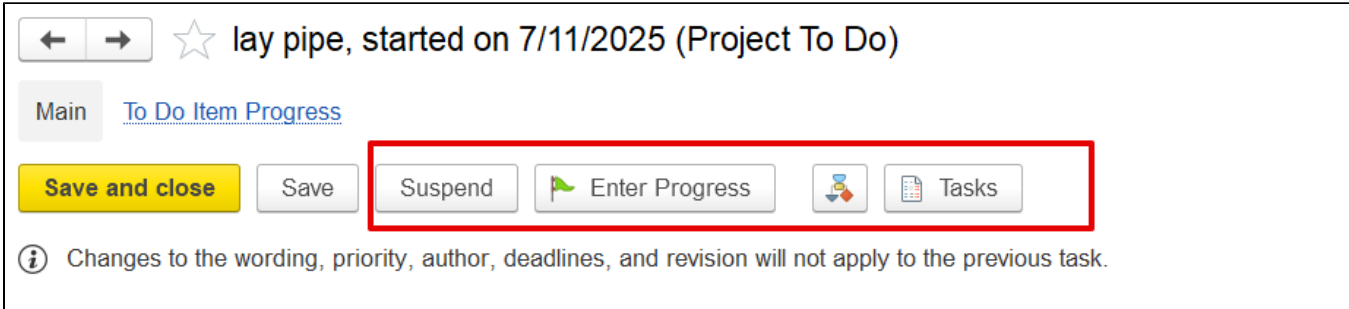


3.3.3.1.1. Progress by ToDo items

The **Progress by To-Do Items** mode helps track and update project progress based on individual tasks (To-Do Items) created in the **Project Schedule**. This helps:

- Track individual task progress.
- Update overall project progress by accumulating detailed To-Do task updates.
- Provide clear accountability per team member.
- Enable automated calculation of Work Breakdown Structure (WBS) line progress based on completed To-Do items.

For details on creating a to-do list, see [3.3.2.Project Scheduling](#)



- **Suspend:** Temporarily pauses the task.
- **Enter Progress:** Opens a dialog box to record or update the task's completion percentage.
- **Tasks:** Opens related tasks or subtasks linked to this To-Do item.

How to record the progress

1. Record Progress in To-Do Item

Open **My Project To-do items** from **Project Costing**.

- Quick menu
- CRM
- Sales
- Purchasing
- Warehouse
- Production
- Money
- Project Costing**
- HR & Payroll
- Asset Management
- Accounting
- Taxes
- Analysis
- Process Management
- Administration
- Telegram

Project Graphs

Projects Pipeline

Project Tasks Pipeline

My Project To Do list

Reports of Project Costing

Revenue Recognition

Master Data

Projects

Project Roles

Project Types

Project Costing Documents

Project Estimates

Project Costs Allocations

Phased Revenue Recognitions

Project Budgets

Project Cash Flow Plan

Project Statements of Account

← → ☆ My tasks
🔗 ⓘ ✕

Group by ▾
Accept
Forward...
Generate ▾
More actions ▾

Number	Task	Due date	Project	Project task	Date created
00000000001001	Stone crushing	7/24/2025	REPLACE FIRE FIG...	CONSTRUCTION SC...	7/9/2025
00000000005001	Inspection	7/25/2025	REPLACE FIRE FIG...	DETAIL DESIGN & E...	7/21/2025
00000000002001	stone crushing	8/31/2025	REPLACE FIRE FIG...	CONSTRUCTION SC...	7/11/2025
00000000003001	lay pipe	8/31/2025	REPLACE FIRE FIG...	CONSTRUCTION SC...	7/11/2025

Click **Enter Progress**, input the current progress (e.g., 10%), and save. The update is recorded with a timestamp in the progress history.

← → ★ stone crushing, created on 7/11/2025 (Task)

Main [Project To Do Items](#)

Author: Administrator ...
 Date created: 7/11/2025
 Number: 0000000002001

Assignee: Administrator ...
 Due date: 8/31/2025
 Priority: Normal

Project: REPLACE FIRE FIGHTING
 Project Task: CONSTRUCTION SCOPE
 Weight: 1.00

Main History

Task: stone crushing

Topic: REPL

☆ To Do Item Progress (create) *

To Do Item: stone crushing, started on 7/11/2025 (Project To Do) ...

Day: 7/21/2025
 Previous Progress: 50
 Progress (%): 10
 Total Progress: 60

Author: Administrator ...

Comment:

📘 The task i

[Result summa](#)

☆ To Do Item Progress (create)

To Do Item: stone crushing, started on 7/11/2025 (Project To Do) ...

Day: 7/21/2025
 Previous Progress: 50
 Progress (%): 0
 Total Progress: 50

Author: Administrator ...

Comment:

History

Day	Previous Progress (%)	Progress (%)	Total Progress (%)	Author	Document	Comment
7/11/2025	0	15	15	Administrator		
7/11/2025	15	35	50	Administrator	Project Progress Report ME0025-00000001 dated ...	Document posting correction.
7/21/2025	50	10	60	Administrator		

2. Update Project Progress from To-Do Items

Open the Project Progress Report, select the period and project, and click "Update Progress by To-Do Items". This functionality works within the Project Progress Report when "By To Do Items" mode is selected. The system retrieves the latest progress from the To-do items and applies it to the BOQ line. The user can also manually adjust the percentage (e.g., from 50% to 70%).

Each To Do Item is assigned a weight (%) that represents its contribution to the total BOQ line progress. The system multiplies the To Do Item's progress (%) by its weight (%) to calculate its impact on the BOQ line. The total BOQ line progress is the sum of all weighted To Do Item progresses

If progress is recorded this way, it appears in the To-Do Item progress history as "Recorded by Project Progress Document."

Project Progress Report ME0025-00000001 dated 7/11/2025 12:08:25 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate -

Main Project Structure Issues

Mode: By WBS By To Do Items

Update Progress by To Do Items

Code	To Do Item	Weight	Quantity			Progress (%)			Comments
			Previous	Current Report	Estimated	Previous	Current Report	Cumulative	
Project		100.000	Not Applic...	Not Applicable	Not Applic...		1.667	1.667	
1	DETAIL DESIGN & ENGINEERING FIRE FIGHTING PUMP UL-LI...	8.333	Not Applic...	Not Applicable	Not Applic...				
1.1	DESIGN FIRE ... DESIGN FIRE FIGHTING PUMP ELECTRIC DIESEL JOCKEY 750 GPM @ 7 BAR WITHAL...	100.000			1.000				
2	MOBILIZATION	8.333	Not Applic...	Not Applicable	Not Applic...				
2.1	MOBILI... MOBILIZATION MANPOWER AND EQUIPMENT MANP...	100.000			1.000				
3	CONSTRUCTION SCOPE	66.667	Not Applic...	Not Applicable	Not Applic...		2.500	2.500	
3.1	FIRE PUMP ... FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 500 GPM @ 7 BAR WITH STANDARD...	12.500			1.000				
3.2	GATE VALVE ... GATE VALVE SIZE 12" Body: ASTM A216 GR WCB (Internal FBE Lined), Trm: UNS...	12.500			1.000				
3.3	PIPE GALVA... PIPE GALVANIZED SEAMLESS CARBON STEEL SCH 40 ASTM A106/A53 GR-B				1.000				
3.4	PIPE SIZE 8"	Mtr	12.500	0.200	1.000		20.000	20.000	
3.4.1	stone crushing, started on 7/11/2025 (Project To Do)		1.000	Not Applic...	Not Applicable	Not Applic...	60.000	60.000	
3.4.2	lay pipe, started on 7/11/2025 (Project To Do)		2.000	Not Applic...	Not Applicable	Not Applic...			
3.5	PIPE SIZE 6"	Mtr	12.500		1.000				

Note:

- If several To-Do items are linked to one BOQ line, their progress is combined and recalculated automatically.
- If a BOQ line was canceled through a variation, its To-Do items will still show, but no new progress can be added.
- Progress is tied to the reporting period; only updates within the selected period will be shown.