

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](#)

Save and close Save Forward... Generate Accept Enter Progress

Author: Administrator Date created: 7/11/2025 Number: 00000000002001

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) *

Save and close Save Cancel More actions

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)

Save and close Save Cancel More actions

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 - More actions -

Main Project Structure Issues

Mode: By WBS By To Do Items

Update Progress by To Do Items More actions -

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	8.333	Not Applic...	Not Applicable	Not Applic...				
-	1.1 DESIGN FIRE ...				1.000				
⊖	2	8.333	Not Applic...	Not Applicable	Not Applic...				
-	2.1 MOBILI... MANP...				1.000				
⊖	3	66.667	Not Applic...	Not Applicable	Not Applic...			2.500	2.500
-	3.1 FIRE PUMP ...				1.000				
-	3.2 GATE VALVE ...				1.000				
-	3.3 PIPE GALVA...				1.000				
⊖	3.4 PIPE SIZE 8"			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"				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.