

# Calculating Task Deadlines with Project Templates

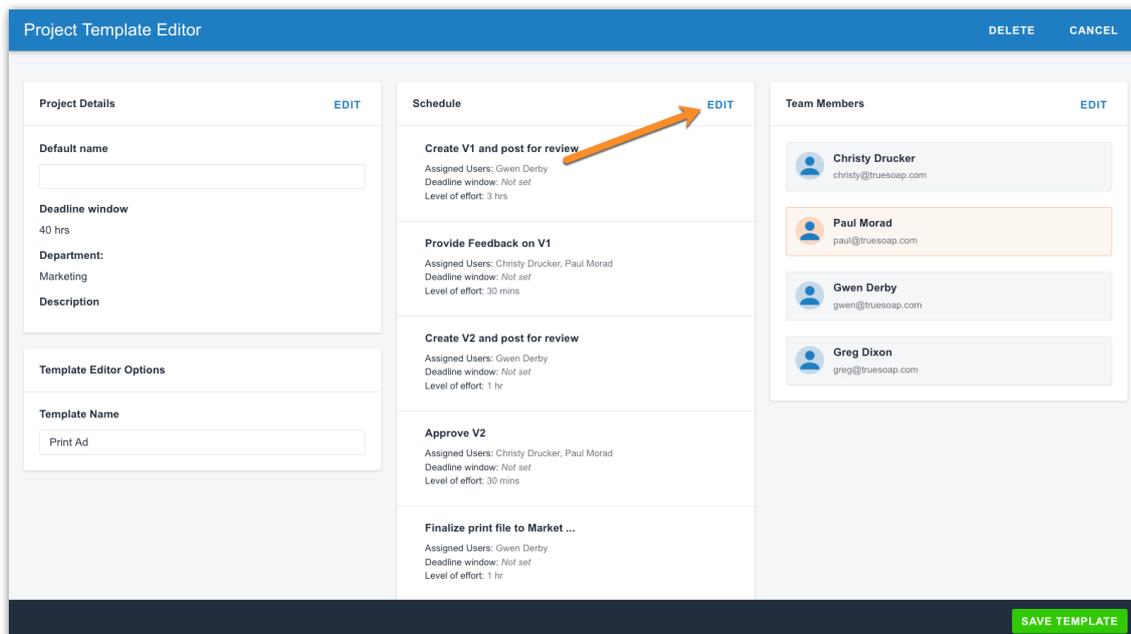
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## Setting up Task Deadline Calculations

When setting up a project template, you can choose from several different options for automatically calculating your task deadlines based on task deadline windows, project start dates and project due dates.

Navigate to the project template editor by going to Account > [Project Templates](#) (<http://guide.inmotionnow.com/help/project-templates>) and select the template you would like to create or edit.

Once you've opened or created a template, select **EDIT** in the Schedule column.



From this screen you will be able to select the task deadline calculation option that you would like to utilize for this project template.

The screenshot shows a project management dashboard. At the top, there are four status indicators: 6 TASKS, 0 OVERDUE, 0 DUE TODAY, and 0 DUE THIS WEEK. Below these is a search bar for tasks and a 'Sort' dropdown set to 'Custom'. A section titled 'How to apply Deadlines on projects using this template' provides instructions and radio button options for calculating deadlines. The 'My Team' section on the right lists project members: Christy Drucker (Creative Director), Greg Dixon (Graphic Designer), Gwen Derby (Graphic Designer), and Paul Morad (me) (Project Manager). A task list on the left includes 'Create V1 and post for review' (LOE: 3 hrs) and 'Provide Feedback on V1' (LOE: 30 mins). A 'RETURN' button is located at the bottom right.

Finally, select each individual task in order to set the appropriate task deadline window to factor into the selected calculation option.

This screenshot shows the configuration form for a task. The task name is 'Create V1 and post for review'. The 'Deadline Window' is set to 8 hours and 0 minutes, which is highlighted with an orange box. The 'Level of Effort' is set to 3 hours and 0 minutes. The 'Status' is 'Incomplete'. There are 'DELETE', 'CANCEL', and 'SAVE' buttons at the bottom. A 'RETURN' button is also present at the bottom right of the interface.

## Task Deadline Calculation Options

### Task Deadline: From the Project Start Date



This option simply adds each task deadline window to the project start date to calculate each task due date.

When you use this option and following task deadline windows, with a start date of Monday, January 25th, it will give the following due dates:

- Task 1 = deadline window 8 hours
- Task 2 = deadline window 16 hours
- Task 3 = deadline window 16 hours
- Task 4 = deadline window 24 hours

- Task 1 = Tuesday, January 26th
- Task 2 = Wednesday, January 27th
- Task 3 = Wednesday, January 27th
- Task 4 = Thursday, January 28th

## Task Deadline: From the Project Start Date, Moving Forward

This option adds each task deadline window to the due date of the previous task, beginning with the project start date.

When you use this option and following task deadline windows, with a start date of Monday, January 25th, it will give the following due dates:

- Task 1 = deadline window 8 hours
- Task 2 = deadline window 16 hours
- Task 3 = deadline window 16 hours
- Task 4 = deadline window 24 hours

- Task 1 = Tuesday, January 26th
- Task 2 = Thursday, January 28th
- Task 3 = Monday, February 1st
- Task 4 = Thursday, February 4th

## Task Deadline: From the Project Deadline, Moving Backward

This option subtracts each task deadline window from the due date of the subsequent task, beginning with the project deadline.

When you use this option and following task deadline windows, with a deadline of Friday, January 29th, it will give the following due dates:



Task 1 = deadline window 8 hours  
Task 2 = deadline window 8 hours  
Task 3 = deadline window 8 hours  
Task 4 = deadline window 8 hours

Task 1 = Monday, January 25th  
Task 2 = Tuesday, January 26th  
Task 3 = Wednesday, January 27th  
Task 4 = Thursday, January 28th

## Task Deadline: From the Project Deadline, Backward

This option subtracts each task deadline window from the project deadline to determine the task due date.

When you use this option and following task deadline windows, with a deadline of Friday, January 29th, it will give the following due dates:

Task 1 = deadline window 24 hours  
Task 2 = deadline window 16 hours  
Task 3 = deadline window 16 hours  
Task 4 = deadline window 8 hours

Task 1 = Tuesday, January 26th  
Task 2 = Wednesday, January 27th  
Task 3 = Wednesday, January 27th  
Task 4 = Thursday, January 28th

## Task Start Date: From the Project Deadline, Backward

The option calculates the task start date instead of the task due date by subtracting the deadline window from the project deadline.

When you use this option and following task deadline windows, with a deadline of Friday, January 29th, it will give the following start dates:

Task 1 = deadline window 24 hours  
Task 2 = deadline window 16 hours  
Task 3 = deadline window 16 hours  
Task 4 = deadline window 8 hours

Task 1 = Monday, January 25th  
Task 2 = Tuesday, January 26th  
Task 3 = Wednesday, January 27th  
Task 4 = Thursday, January 28th

