

Calculating Task Deadlines with Project Templates

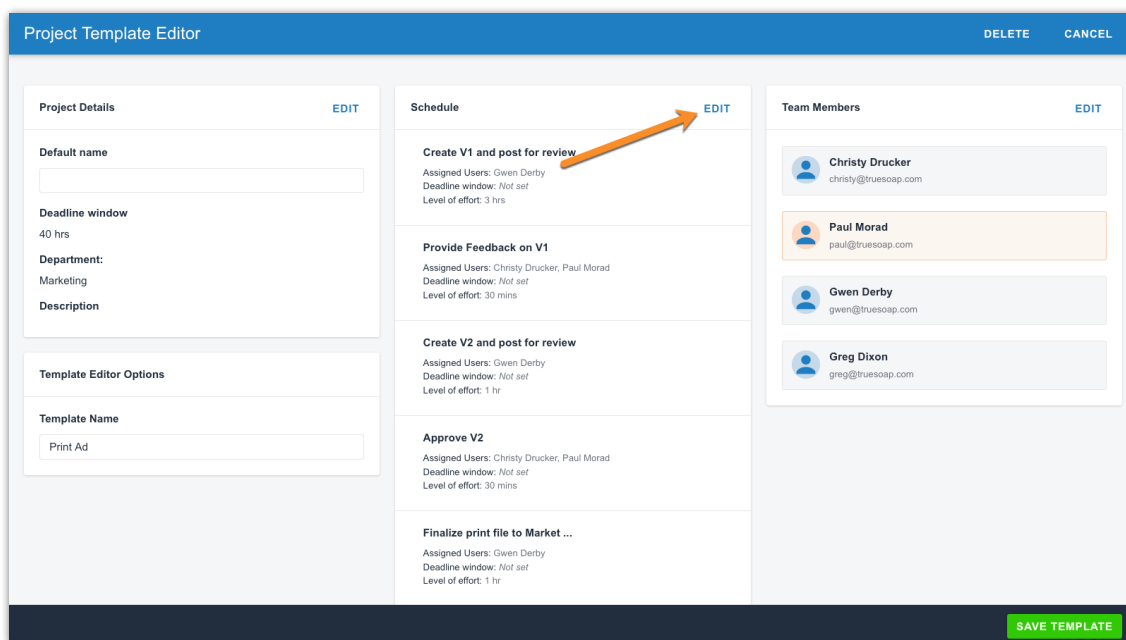
Published on 02/05/2016

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) (<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.

CANCEL

6 TASKS
0 OVERDUE
0 DUE TODAY
0 DUE THIS WEEK

Sort Custom

How to apply Deadlines on projects using this template

Task Deadlines can use their time allowances to calculate their respective deadlines. Deadlines can be calculated from project start date forward or from project deadline backward.

Use allotted time to calculate deadlines:

- ☐ Don't calculate task deadlines
- ☐ Calculate each task deadline from the project start date
- ☐ Calculate each task deadline in order from the project start date, moving forward
- ☐ Calculate each task deadline in order from the project deadline, moving backward
- ☒ Calculate each task deadline from the project deadline, backward
- ☐ Calculate each task start date from the project deadline, backward

Template's allotted time: 40 hrs

<input type="checkbox"/> Create V1 and post for review <small>Gwen Derby</small> <small>Deadline window: Not Set</small>	LOE: 3 hrs
<input type="checkbox"/> Provide Feedback on V1 <small>Christy Drucker, Paul Morad</small> <small>Deadline window: Not Set</small>	LOE: 30 mins
<input type="checkbox"/> Create V2 and post for review	

Project Members

Project Owner

Christy Drucker
Creative Director

My Team

[REMOVE PEOPLE](#)

Greg Dixon
Graphic Designer

Gwen Derby
Graphic Designer

Paul Morad (me)
Project Manager

RETURN

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

CANCEL

6 TASKS
0 OVERDUE
0 DUE TODAY
0 DUE THIS WEEK

Sort Custom

How to apply Deadlines on projects using this template

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Template's allotted time: 40 hrs

<input checked="" type="checkbox"/> Create V1 and post for review <small>Gwen Derby</small> <small>Deadline window: Not Set</small>	LOE: 3 hrs
<input type="checkbox"/> Provide Feedback on V1 <small>Christy Drucker, Paul Morad</small> <small>Deadline window: Not Set</small>	LOE: 30 mins
<input type="checkbox"/> Create V2 and post for review	

[← Back to Schedule Overview](#)

Create V1 and post for review

Type

☒ Task ☐ Milestone

Status

Incomplete

Name

Create V1 and post for review

Description

Type a short description ...

Deadline Window

8 hrs 0 mins

Level of Effort

3 hrs 0 mins

Estimated Cost

ex: \$1,000.00

Actual Cost

ex: \$1,000.00

I expect this TASK will take 3 hrs and 8 hrs will be used to calculate its deadline.

Assigned To Select: All | None

[Resources & Workloads](#)

DELETE
CANCEL
SAVE

RETURN

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

