

G5 How to Move a Project Task to another Project

Access level: Project Manager, Director and System Administrator

Learn: How to move a task from one project to another.

Different circumstances can make it necessary to move a task from one project to another.

When a Project task is moved to a different project the registered hours are moved to the new project.

Moving one or more Project Tasks

Figure 1: Project Administration -> Search Project -> Edit Project

- Open a project.
- Click on the link [Move Tasks ...] 1.

Figure 2: Project Administration -> Search Project -> Edit Project

- Select the project from where one or more tasks should be moved from in the drop down menu *Source* 2 and the project's task list will be shown.
- Select which project the task should be moved to in the drop down menu below *Destination* 3.
- Select any possible *Summary Tasks* 4.
- Click on the link [Move Task ->] 5 and on *OK* in order to move the selected task and any possible sum tasks 5 to the new project.

Figure 3: Project Administration-> .Net – Outlook integration –Move tasks

The project task with any possible sum task now belongs to the new project 6 .

Figure 1: Project Administration -> Search Project -> Edit Project

WBS	Task no.	Task	Start Date	End Date	Task Type	Active	FP	Budget	Budget	Alloc.	Actual
New Project task											
-	-		23/07/2007	30/07/2007	Select Task Tj1	✓				--	
1		Project Management	14/05/2007	25/08/2007	Project manag	✓		130,000	130	0	107
2		Design of database	27/05/2007	14/06/2007	Design	✓		170,000	170	60	154
3		Development in .Net	12/06/2007	30/07/2007	Implementator	✓		600,000	600	275	515.2
4	0002	Preliminary Analysis	23/07/2007	30/07/2007	Presale	✓		3,000	30	37	0
5	0001	test	30/07/2007	08/09/2007		✓		100,000	100	79	96.5
6		Evaluation	17/08/2007	25/08/2007	Implementator	✓		40,000	40	0	0
Total								1,043,000	1,070	451	872.7

Figure 2: Project Administration -> .Net Outlook integration Move Tasks

MOVE TASKS

Main Menu -> Project Administration -> .Net - Outlook integration Move Tasks

Source: AIT - Extranet

Destination: .Net - Outlook integration

Select Summary Task

AIT - Extranet				.Net - Outlook integration			
WBS	Task	Active	Hours	WBS	Task	Active	Hours
1	Project Management	X	107	1	Design of Database	X	37
2	Design of database	X	154	2	Development in .Net	X	20
3	Development in .Net	X	515.2	3	Delivery	X	
4	Preliminary Analysis	X		3.1	Project Management	X	
5	test	X		3.2	Implementation	X	
5.1	Delivery	X	91.5	4	Evaluation	X	
5.2	Pre Investigation	X	5				
6	Evaluation	X					

Figure 3: Project Administration -> TSG – Development Move Tasks

MOVE TASKS

Main Menu -> Project Administration -> .Net - Outlook integration Move Tasks

Source: AIT - Extranet

Destination: .Net - Outlook integration

Select Summary Task

AIT - Extranet				.Net - Outlook integration			
WBS	Task	Active	Hours	WBS	Task	Active	Hours
1	Project Management	X	107	1	Preliminary Analysis	X	
2	Design of database	X	154	2	Design of Database	X	37
3	Development in .Net	X	515.2	3	Development in .Net	X	20
4	test	X		4	Delivery	X	
4.1	Delivery	X	91.5	4.1	Project Management	X	
4.2	Pre Investigation	X	5	4.2	Implementation	X	
5	Evaluation	X		5	Evaluation	X	