

Expedite Tasks - Explained

This document includes the following sections:

- Background
- Example Scenario
- How Expedite Tasks Works
- Specifying AtTask Filters for Expedite Tasks

Background

There are many AtTask customers that deliver projects without a traditional Project Manager overseeing the delegation of work to individuals, and tracking of various metrics about each project. These organizations make heavy use of the Team Requests page in AtTask, and individual workers will volunteer to be responsible for delivering specific tasks within the project by using the “Work On It” button.

However, the Team Requests page only shows Planned Completion date for each task. The person viewing the Team Requests page has no idea whether a task is even ready to start. There is no indication of whether predecessor dependencies are ahead or behind schedule. The reality of how the organization’s projects are progressing is absent when asking individuals to click “Work On It”.

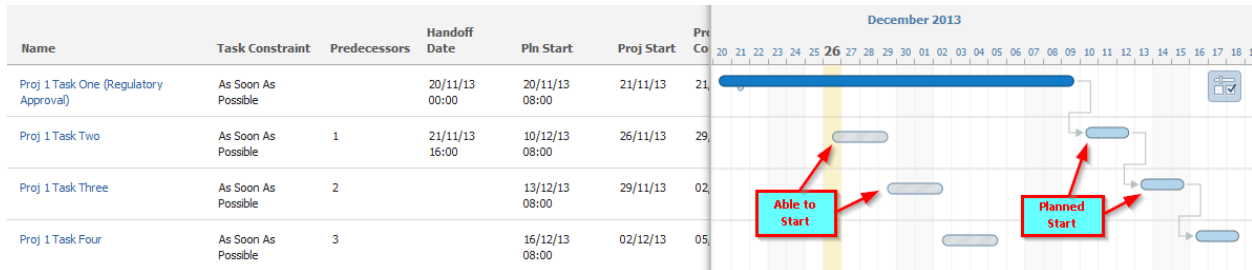
Organizations that delegate tasks to teams, and have individuals within the team volunteer to “Work On It” would see significant benefit by using AtAppStore Expedite Tasks as a way to prioritize the items on the Team Requests page.

Example Scenario

In this example scenario, we have two projects. In one project, the first task is completed far ahead of the planned completion date. In the second project, the first task is still in progress.

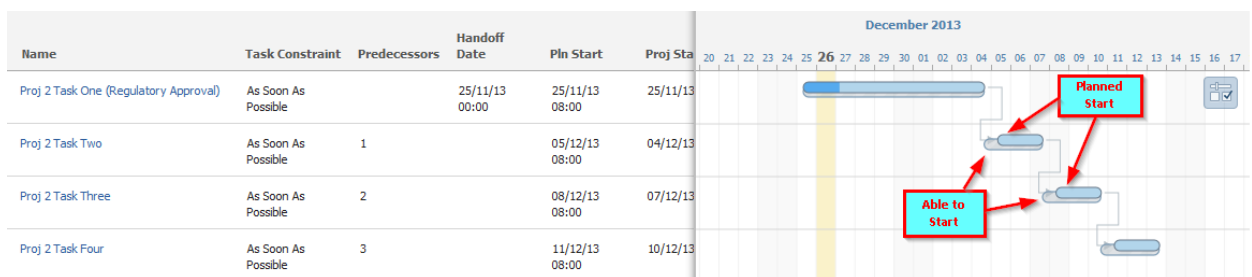
Project 1: Sample Expedite Tasks Project

Name	Task Constraint	Predecessors	Handoff Date	Pln Start	Proj Start	Proj Comp	Commit Date	Actual Start Date	Actual Completion Date	Percent Complete
Proj 1 Task One (Regulatory Approval)	As Soon As Possible		20/11/13 00:00	20/11/13 08:00	21/11/13	21/11/13		21/11/13 08:00	21/11/13 16:00	100%
Proj 1 Task Two	As Soon As Possible	1	21/11/13 16:00	10/12/13 08:00	26/11/13	29/11/13				0%
Proj 1 Task Three	As Soon As Possible	2		13/12/13 08:00	29/11/13	02/12/13				0%
Proj 1 Task Four	As Soon As Possible	3		16/12/13 08:00	02/12/13	05/12/13				0%



Project 2: Another Expedite Tasks Project

Name	Task Constraint	Predecessors	Handoff Date	Pln Start	Proj Start	Proj Comp	Commit Date	Actual Start Date	Actual Completion Date	Percent Complete
Proj 2 Task One (Regulatory Approval)	As Soon As Possible		25/11/13 00:00	25/11/13 08:00	25/11/13	04/12/13		25/11/13 08:00		20%
Proj 2 Task Two	As Soon As Possible	1		05/12/13 08:00	04/12/13	07/12/13				0%
Proj 2 Task Three	As Soon As Possible	2		08/12/13 08:00	07/12/13	10/12/13				0%
Proj 2 Task Four	As Soon As Possible	3		11/12/13 08:00	10/12/13	13/12/13				0%



When an individual goes to the “Team Requests” page, which task(s) should they tackle next?

Given the two projects above, the most efficient way to complete the tasks, assuming the actual durations will be roughly the same as the planned durations, might be to first complete:

- Project 1, Task Two
- Project 1, Task Three
- (with the remaining tasks to be prioritized later)

But let's look at what "Team Requests" shows. There is no indicator that Proj 1 Task Two is already able to start today. The Team Requests page does not help guide the individual to picking the best task.

The screenshot shows the "Team Requests" page for the "AtAppStore Demos Team". The page is sorted by "Due" date. The tasks listed are:

Task Name	Project	From	Due	Status
Proj 2 Task Two	Another Expedite Tasks Project	Chris Reid	07-Dec-2013	Work On It
Proj 2 Task Three	Another Expedite Tasks Project	Chris Reid	10-Dec-2013	Work On It
Proj 1 Task Two	Sample Expedite Tasks Project	Chris Reid	12-Dec-2013	Work On It
Proj 2 Task Four	Another Expedite Tasks Project	Chris Reid	13-Dec-2013	Work On It
Proj 1 Task Three	Sample Expedite Tasks Project	Chris Reid	15-Dec-2013	Work On It
Proj 1 Task Four	Sample Expedite Tasks Project	Chris Reid	18-Dec-2013	Work On It

Annotations in the screenshot:

- "Due" is actually the Planned Completion Date (pointing to the due date column)
- Nothing indicates that Proj 2 Task Two predecessors are NOT YET Completed (pointing to Proj 2 Task Two)
- Nothing indicates that Proj 1 Task Two predecessors are ALREADY completed (pointing to Proj 1 Task Two)
- This should be done first (pointing to Proj 1 Task Two)
- This should be done second (pointing to Proj 1 Task Three)

How Expedite Tasks Works

If there is a task where all predecessors are complete, and the task has not yet started, change the task constraint to "Must Start On" and set the constraint date to be the date the predecessors were completed. This has the effect of changing the task Planned Start Date / Planned Completion Date. Specifically, in the Team Requests page, tasks that are able to start earlier are shown higher in the list of tasks.

If you desire, you can instruct Expedite Tasks to clear any Commit Dates at the same time.

Not all tasks are inspected. You select an AtTask Filter of your own design. The filter you select will restrict the tasks that Expedite Tasks inspects.

Project 1: After running Expedite Tasks

Name	Task Constraint	Predecessors	Handoff Date	Pln Start	Proj Start	Proj Comp	Commit Date	Actual Start Date	Actual Completion Date	Percent Complete
Proj 1 Task One (Regulatory Approval)	As Soon As Possible		20/11/13 00:00	20/11/13 08:00	21/11/13	21/11/13		21/11/13 08:00	21/11/13 16:00	100%
Proj 1 Task Two	Must Start On	1	21/11/13 16:00	21/11/13 16:00	26/11/13	29/11/13				0%
Proj 1 Task Three	As Soon As Possible	2		25/11/13 08:00	29/11/13	02/12/13				0%
Proj 1 Task Four	As Soon As Possible	3		28/11/13 08:00	02/12/13	05/12/13				0%

AtAppStore Demos Team Team Settings | Delete Team

Send a Work Request to AtAppStore Demos Team

Updates Working On **Team Requests (6)**

Show [Tasks](#) | [Issues](#) | **All** Sort by: Due

Proj 1 Task Two Sample Expedite Tasks Project	This is now top of the list	From Chris Reid	Due 24-Nov-2013	Work On It
Proj 1 Task Three Sample Expedite Tasks Project	This is now second in list	From Chris Reid	Due 27-Nov-2013	Work On It
Proj 1 Task Four Sample Expedite Tasks Project		From Chris Reid	Due 30-Nov-2013	Work On It
Proj 2 Task Two Another Expedite Tasks Project		From Chris Reid	Due 07-Dec-2013	Work On It
Proj 2 Task Three Another Expedite Tasks Project		From Chris Reid	Due 10-Dec-2013	Work On It
Proj 2 Task Four Another Expedite Tasks Project		From Chris Reid	Due 13-Dec-2013	Work On It

Specifying AtTask Filters for Expedite Tasks

Filter example 1. All tasks having predecessors already completed, and task has not yet started

AtTask "text mode" filter definition:

```

handoffDate=
handoffDate_Mod=notnull
actualStartDate=
actualStartDate_Mod=isnull
    
```

Filter example 2. All tasks having predecessors already completed, and task has not yet started, BUT only if that task would move earlier in the calendar

AtTask "text mode" filter definition:

```
handoffDate=  
handoffDate_Mod=notnull  
actualStartDate=  
actualStartDate_Mod=isNull  
plannedStartDate=FIELD:handoffDate  
plannedStartDate_Mod=gt
```

Filter example 3. All tasks having predecessors already completed, and task has not yet started, BUT only if that task would move later in the calendar

AtTask "text mode" filter definition:

```
handoffDate=  
handoffDate_Mod=notnull  
actualStartDate=  
actualStartDate_Mod=isNull  
plannedStartDate=FIELD:handoffDate  
plannedStartDate_Mod=gt
```