

How to Update the project manager and task owner

There are two mandatory steps which are to update the email address of the project manager (only one) and the task owners.

Using the template, you can find the following fields:



The screenshot shows a Google Sheet titled "Solvay Ganttchart [MAKE A COPY TO CREATE YOURS] - V2.1". The spreadsheet contains a Gantt chart template with the following fields highlighted in red boxes:

- PROJECT MANAGER E-Mail: [Project manager Email]
- TASK OWNER E-mail: [Task Owner Email]
- Start: 10-5-2020
- Days: 10
- T Status: In review
- %Done: 100%

WBS NUMBER	Project	Task Title	TASK OWNER E-mail	Remarks	Start	Days	T Status	%Done	Mon	Tue	Wed	Th
01	IT Team											
1.1	test		[Task Owner Email]		10-5-2020	10	In review	100%				
1.2	test 1		[Task Owner Email]		23-5-2020	5	Not started	30%				

- Updating the start date and duration will trigger the refresh on the gantt chart. This process will take a while.

Note : if the project manager and task owner email are not updated, there would be no possible notification sent by email

How-to

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