

How to Activate and deactivate notifications

Once you have made a copy to your Drive, a custom menu named Activate / Deactivate notifications will be added on the menu bar with 3 actions :

- Authorize to send email. This step is mandatory to allow receive future notifications
- Activate notifications
- Deactivate notifications

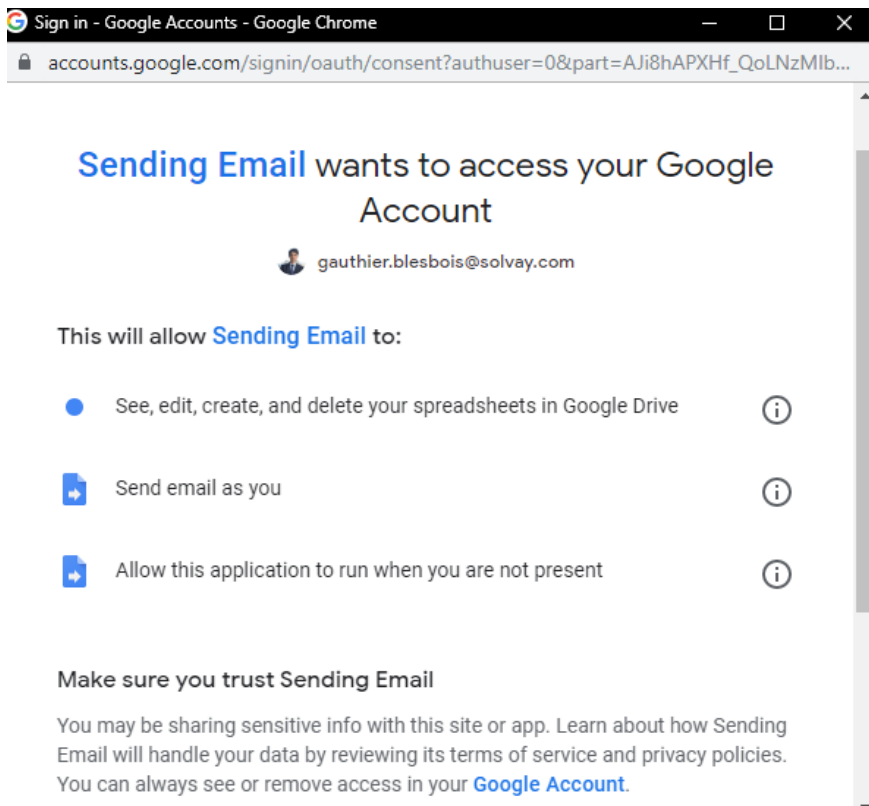
GANTT CHART [TEMPLATE]

PROJECT TITLE [Project Title] ORGANIZATION NAME [Company's name]
PROJECT MANAGER E-Mail [Project Manager's Email] DATE [Last Updated Date]

WBS NUMBER	TASK TITLE	TASK OWNER E-mail	START DATE	DUE DATE	DURATION	PCT of TASK COMPLETE	PHASE ONE			PHASE TWO			PHASE THREE						
							WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9				
1	Phase 1 - Engagement																		
1.1	[Task name]	[Email]	3/24/2018	8/30/2019	516	100%													
1.2	...	...	3/24/2018	8/29/2019	515	40%													
2	Phase 2 - Preparation																		
2.1	...	...	3/24/2018	8/21/2019	507	0%													
2.2	...	...	3/26/2018	8/30/2019	514	0%													
3	Phase 3: Execution (Design, Realisation, Deployment)																		
3.1	...	...	6/17/2019	8/28/2019	71	0%													
3.2	...	...	6/17/2019	8/28/2019	71	0%													
4	Phase 4: Support and Closure																		
4.1	...	...	6/17/2019	8/28/2019	71	0%													
4.2	...	...	6/17/2019	8/28/2019	71	0%													

Authorize email

By clicking on authorize email, you allow Google to send you emails



Activate notifications

By activating this notification, email notifications will be sent to the task owner and project manager following these conditions :

- When the task is completed (100%), the project manager will received a notification by email
- When the task is overdue (1 day overdue), the project manager will receive a notification by email
- When the task is due in 1 week, a notification will be sent to the task owner
- When the task is due in 2 days, a second notification will be sent to the task owner

Deactivate notifications

With this function, there will be no notification emails

Gantt Chart visualization

The Gantt chart visualization is left optional for users and thus if you would like to view the progress of your tasks according to the dates, it has to be manually updated.



Please do not try to unhide the hidden columns as they are used to automate the Gantt Chart.

The project manager is expected to perform these actions.



How-to

- [How to Update the project manager and task owner](#)
- [How to Activate and deactivate notifications](#)
- [How to View the Dashboard](#)

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