# Paratext 8: Using the Project Plan (2 sessions)

The Paratext project plan allows a translator to manage their tasks and track their progress.

## Learning Outcomes

By the end of these sessions, you will

* use the project plan to track tasks that have been finished
* mark individual tasks as completed for a variety of types of tasks (by project, book or chapter).
* bulk update the progress of an ongoing project, (i.e. mark complete stages as finished)
* postpone checks as necessary to move a project to the next stage.
* show the progress of your project and display a progress graph.
* send/receive to submit your progress to the registry.

*Important: be honest – don’t lie -- change the plan instead!*

## Learning Incomes

At the start of these sessions,

* reflect on what you already know.
* How can you move to the next level for each task?
[Learner, practitioner, trainer, expert]

## Learning Task 1 -- Mark tasks as complete

(For detailed instructions, see PT12, chapter 3, PP1 Project Plan page 13)

* + - 1. From the project you created earlier, use the **Assignments and progress** button to show “My tasks”.
			2. Mark a variety of tasks as complete
* Project task
* Book tasks – practise marking whole book tasks as complete
* Chapter tasks – practise with sequential chapters, individual chapters
	+ - 1. Change to All tasks and mark other tasks as finished. [Do you have permission to mark progress?]

## Learning Task 2 -- Updating the project plan for migrated projects

(For detailed instructions, see PTSupMan, chapter 6.13, Updating the project plan (for a migrated project) page 35

* + - 1. Open a suitable migrated project [e.g. PTP] (i.e. a project with considerable work already done)
			2. Go to **Assignments and Progress,** use the stages table view to mark the existing books/stages as completed.
			3. Correct errors as necessary.

## Learning Task 3 Move a project from one stage to another

(For detailed instructions, see PT12, chapter 3.5.3 page 17)

* + - 1. Ensure that all completed tasks as marked as finished.
			2. If there are any outstanding checks for a stage, you can postpone them – click to the right of the check – tell Paratext why you are postponing them).

## Learning Task 4 Progress charts

(For detailed instructions, see PT36, chapter 6 PPR Progress report page 26)

* + - 1. Produce a progress report by book
			2. Produce a Forecast Line Chart (Hint: make sure a target date is set in the Paratext registry.)
			3. Send/receive to send your progress to the registry.

### Websites with progress:

**progress/paratext.org** (must be an registry administrator)

**bible.progress.org** (coming soon)

## Summary

Now that you have completed the tasks, confirm that you can

* mark individual tasks as completed for a variety of types of tasks (by \_\_\_\_\_\_\_, book or \_\_\_\_\_\_).
* Postpone checks by clicking to the \_\_\_\_\_\_ of the check
* bulk update the progress of an ongoing project, (i.e. mark complete stages as finished) using \_\_\_\_\_\_ > Assignments and progress, \_\_\_\_\_\_ \_\_\_\_\_\_\_.
* show the progress of your project using Project > \_\_\_\_\_\_\_ \_\_\_\_\_\_.

Responses: project, chapter, right, Project, Stages table, Progress Charts.

* Did you have to change the plan
 or just say a task was completed to move on?